

# CASE MANAGEMENT ELECTRONIC CASE FILING CM/ECF



## Attorney User's Manual

Southern District of Florida  
(Revised May 2008)

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## Getting Started

### Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet Explorer and Adobe Acrobat.

### User's Manual

You can download or view the most recent version of the CM/ECF User's Manual (in PDF format) from the District Court's web page. Enter <http://www.flsd.uscourts.gov>. When the Court's web page opens, click on the **User's Manual** hyperlink.

## Basics

### User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields.
- Using command buttons to direct system activities.
- Mouse-clicking on hyperlinks.

### General Rules and Manipulations

#### Manipulating the screens:

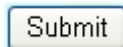
Each screen may have the following buttons:



Clears **all** characters entered in the box(es) on that screen.



or



Accepts the entry just made and displays the next entry screen, if any.

#### Correcting a mistake:

At any time prior to successfully transmitting the civil or criminal pleading, you can always abort the CM/ECF filing. The Court recommends that, to fix a mistake, you click on any hyperlink on the **blue** CM/ECF menu bar. CM/ECF will reset to the beginning of the process you selected.

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In addition, you can...



Use the **[Back]** button on the toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

**Note:** If errors from your filings are a frequent occurrence, you will be requested to attend remedial training.

## Notification of Electronic Filing (NEF)

After a pleading is electronically filed, the CM/ECF system sends a **Notice of Electronic Filing** to the designated attorneys and parties who are associated with the case and have supplied their E-mail addresses to the Court. All pleadings and documents may be viewed through your registered email account. Individuals who receive electronic notification of the filing are permitted one “free look” at the document by clicking on the associated hyperlinked document number embedded in the NEF. The Court strongly urges you to copy the NEF *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

### Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

### Help Desk

Contact the Court’s Help Desk at **1-888-318-2260** if you need assistance using CM/ECF. More information is also available on the website at:

**<http://www.flsd.uscourts.gov/cmecf>**

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## ECF System Capabilities

The Electronic Filing System allows registered participants with Internet accounts and Internet Explorer software to perform the following functions:

- Open the Court's web page.
- View or download the most recent version of the User's Manual.
- Self-train CBT's on a web-based CM/ECF Tutorial.
- Electronically file pleadings and documents in actual ("live") cases.
- View official docket sheets and documents associated with cases through your PACER account.
- View various reports for cases that were filed electronically through your PACER account.

## Requirements

### Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows or Macintosh
- Word processing software
- Internet access and a browser (the system has been certified with Netscape and Internet Explorer)
- Software, such as Adobe Acrobat Writer, to convert documents from a word processor format to portable document format (PDF)
- A scanner to transmit documents that are not in your word processing system

Note: This would only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we are able to provide by slowing down the entire system.

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## PACER Registration

CM/ECF users must have a PACER account with the Court in order to use the Query and Report features of the CM/ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

## Registering for Access to CM/ECF

Participants will receive a login and password for the CM/ECF system upon completion of the attorney training course. You can register for attorney training on our web site at <http://www.flsd.uscourts.gov/cmecf> and select the link labeled *Registration for Attorney Training/Log-in*.

Once an account has been established, your login and password will be sent to you from the Office of the Clerk by e-mail.

## Preparation

### Setting up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

### Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the CM/ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

#### How to View a PDF File

- Start the Adobe Acrobat program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.



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## Signatures

Documents which must contain original signatures, or which require either verification or a declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer.

The pleadings or other documents which do not require an original signature shall indicate an electronic signature, e.g., “s/Jane Doe.”

For more information, please refer to the *Attorney Signature Block* section within the administrative procedures.

## How to Convert Documents to PDF Format

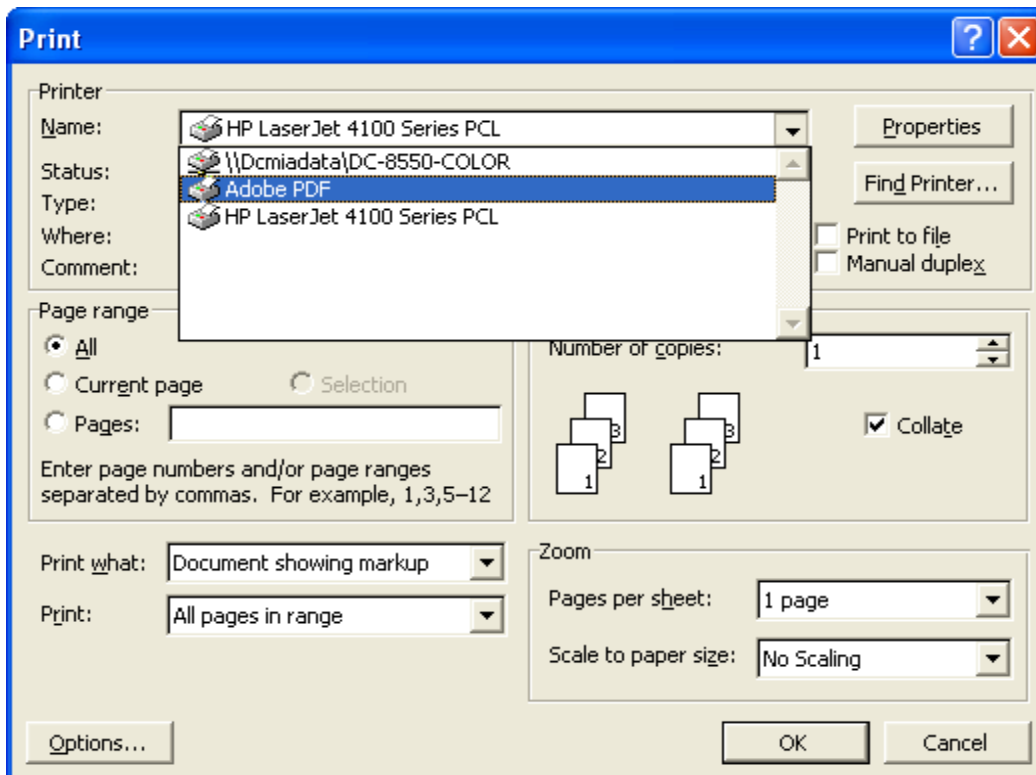
You must convert all of your documents to PDF format before submitting them to the Court’s Case Management/Electronic Case Filing (CM/ECF) system. The conversion process requires special software such as Adobe Acrobat Writer. WordPerfect versions 9 and above have Acrobat Writer built-in and can also be used to convert documents to PDF.

### Using WordPerfect with built-in PDF publisher:

- Have the document open and verify a signature is inserted before publishing.
- Click on the **File** menu and select **Publish to PDF**. Select the location and name of file, leaving the **.pdf** extension at the end of the file name.
- Click **OK**. The file is now under the newly designated name and the original document remains in its original form, under the original name. The document is ready to be uploaded into CM/ECF.

### Using any word processing program:

- Install Acrobat Writer on your computer.
- Open the document to be converted.
- Select the **Print** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDF**.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so that you can find the document later when you are ready to upload it. If necessary, the location can be changed by selecting the **Save In** area of the window.
- Name the file, giving it the **.pdf** extension. Select **Save**.

*Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.*

*\*You must have Adobe Acrobat Writer installed on your computer to see these choices listed.*

## A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet.

### How to Access the System

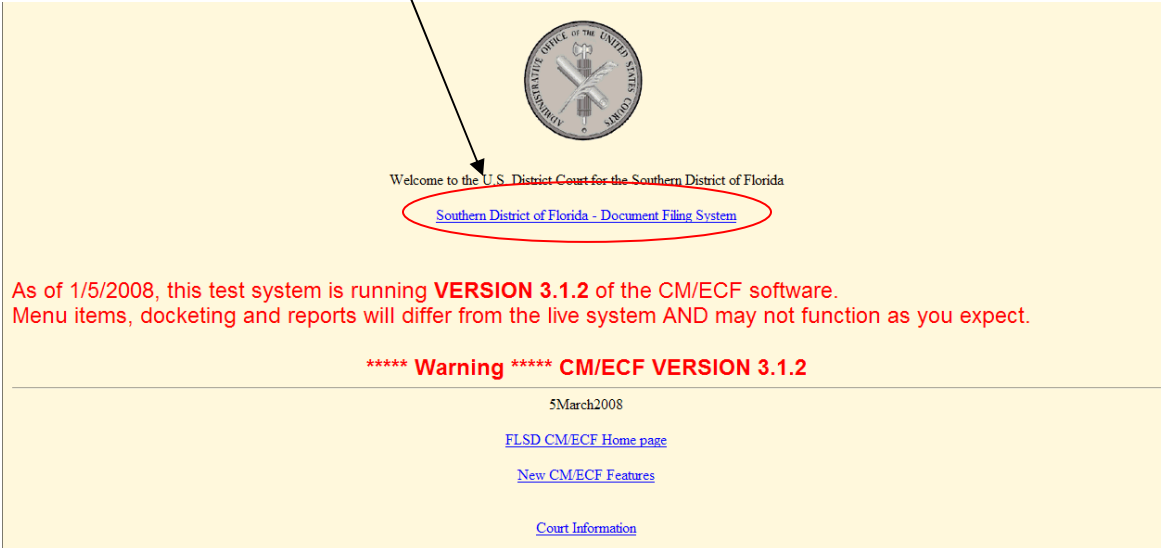
Users can get into the system via the Internet by going to:

**<http://ecf.flsd.uscourts.gov>**

The site can also be accessed from the Southern District of Florida's Web site at **[www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)** and click on the "Login to Live CM/ECF System" hyperlink.

## Logging In

Click on **Southern District of Florida - Document Filing System** to open the login screen and login to ECF.



Welcome to the U.S. District Court for the Southern District of Florida

[Southern District of Florida - Document Filing System](#)

As of 1/5/2008, this test system is running **VERSION 3.1.2** of the CM/ECF software. Menu items, docketing and reports will differ from the live system AND may not function as you expect.

**\*\*\*\* Warning \*\*\*\* CM/ECF VERSION 3.1.2**

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[FLSD CM/ECF Home page](#)

[New CM/ECF Features](#)

[Court Information](#)

## ECF Login

### Notice


This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Authentication**

Login:

Password:

*CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x. and Internet Explorer 5.5 and 6.0*

- Enter your ECF Login and Password in the appropriate data fields. Select the **Login** button to transmit the information. If an error is made before you have submitted the screen, the **Clear** button allows you to clear the Login and Password entries so they may be re-entered.
- If an invalid combination has been submitted, the system responds with an error message. Select the  button from your internet tool bar, then re-enter your Login and Password.
- The Main Menu is now displayed.



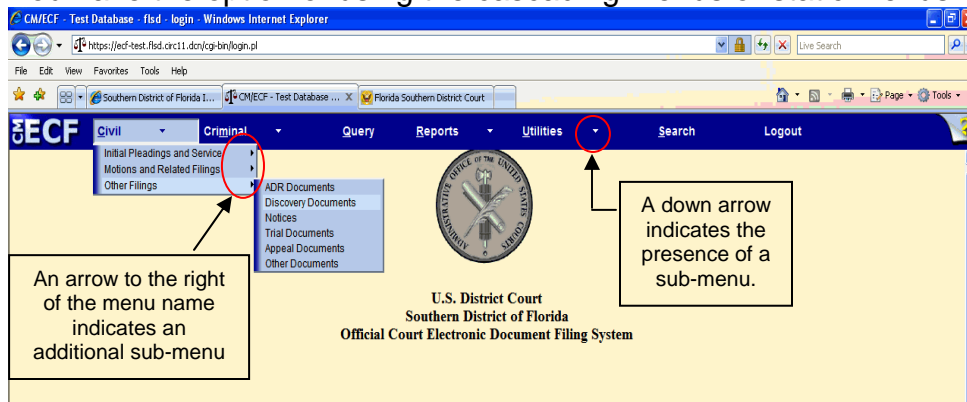
**Note:** The date **you last logged into the system** appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please refer to the administrative procedures as soon as possible.

## Selecting CM/ECF Features

CM/ECF provides the following features that are accessible from the blue menu bar at the top of the opening screen.

## Cascading Menus

You have the option of using the cascading menus or static menus.



Notice the Civil, Criminal, Reports, and Utilities selections have a down arrow next to them, which indicates the presence of a sub-menu. To use the keyboard to display a sub-menu, press and hold the ALT key together with the underlined letter in the menu name. For example, ALT + C would display the Civil menu, ALT + M would display the Criminal menu, etc.

A sub-menu may have its own sub-menu, as indicated by the arrow to the right of the menu name.

Placing the mouse pointer over a primary sub-menu option displays the lower level sub-menu. Click the desired menu category to display the events on that menu.

### Civil Menu



Select Civil to electronically file civil case pleadings, motions, and other documents.

### Criminal Menu



Select Criminal to electronically file criminal case pleadings, motions, and other documents.

### Query Menu



Query CM/ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query CM/ECF.

### Reports Menu



Choose Reports to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view a CM/ECF report.

### Utilities Menu



View your personal CM/ECF transaction log and maintain personal CM/ECF account information in the Utilities area of CM/ECF.

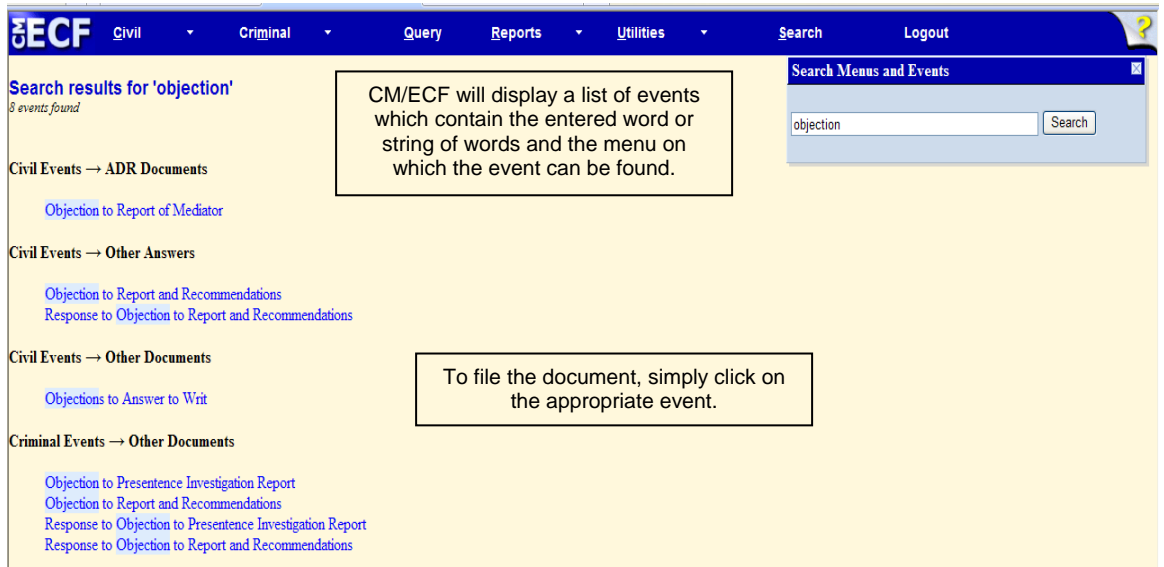
## Search Menu



Clicking on Search displays the Search Menus and Events window.

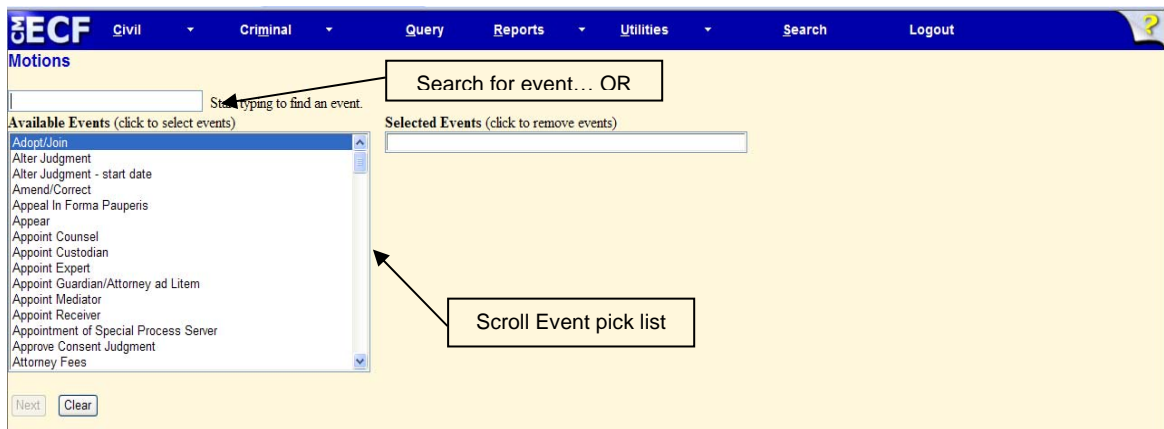


In this window, enter all or part of the name of the event to be found. For example, to find an Objection to Report and Recommendations event, type **objection** in the box and select the Search button.

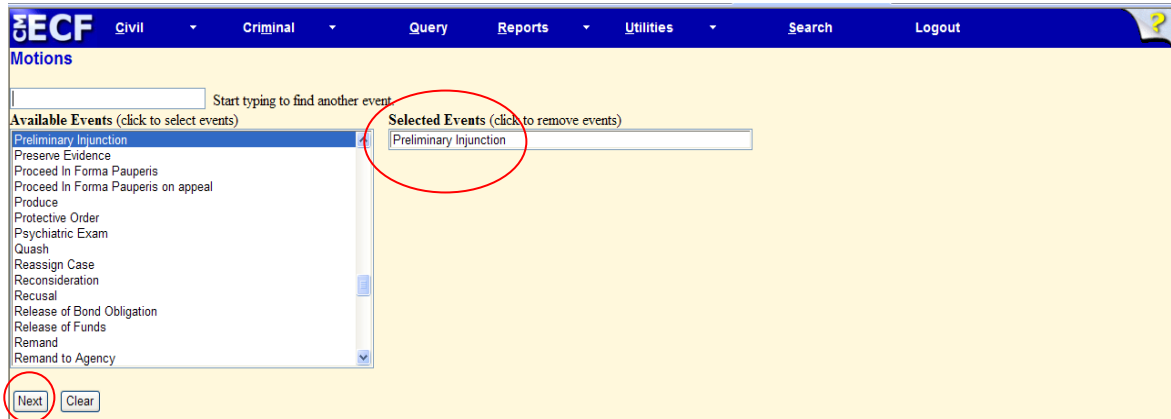


## Event Search within a Category

After selecting an event category, CM/ECF will display a list of events within the category and an event search box. This is an example of the Motions category.



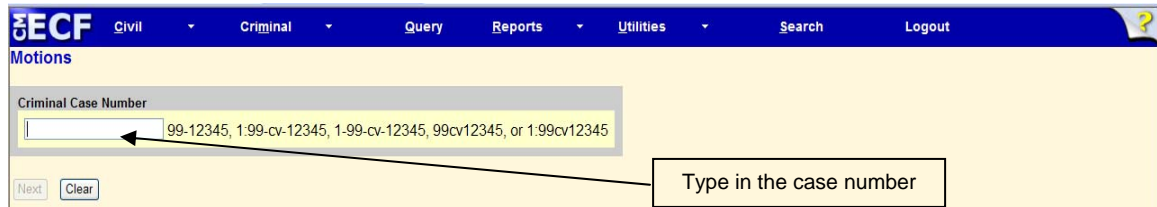
Click on the desired event to select it from the list. The search will begin with the first letter typed. Therefore, the search function does not accommodate the use of wildcard characters. Continue with the event selection until all necessary events have been added to the Selected Events box. If an incorrect event is selected, click on the event within the list on the right to remove it from the list.



Once all of the necessary events have been selected, click **[Next]**.

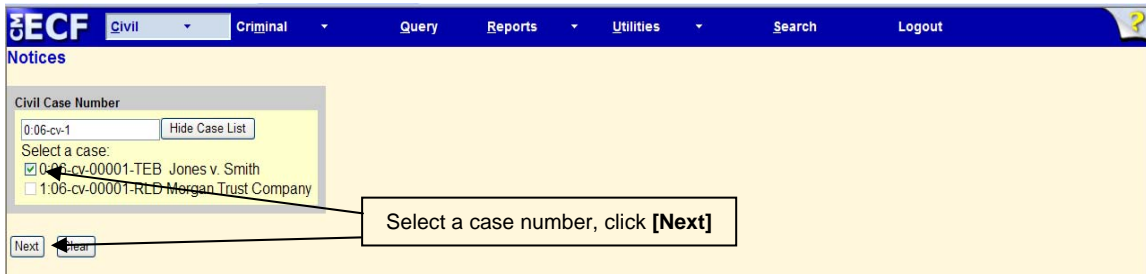
### Searching for a Case Number

The Case Number look-up screen allows you to search for the case number in a variety of formats.



If you exclude the case type, all possible case number matches will display.





Once the case number is located, select the proper case number checkbox to continue with docketing.

## Logout Menu



Allows you to exit from CM/ECF and prevents further filing with your password until the next time you log in.



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# CIVIL EVENTS



## Civil Events Feature

Registered filers will use the Civil feature of CM/ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. The list of CM/ECF events is on our website at <http://www.flsd.uscourts.gov/cmecf>. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

### Filing a Civil Complaint

The Court will accept complaints sent by e-mail, regular postal mail or delivered in person to the Clerk's Office. Refer to the court's website and Administrative Procedures for more information.

A complaint received by the Clerk's Office before 2 p.m. will be filed and placed on the System that day; a complaint received after 2 p.m. will be considered filed that day, but will be uploaded to the System no later than 12:00 p.m. on the next regular business day.

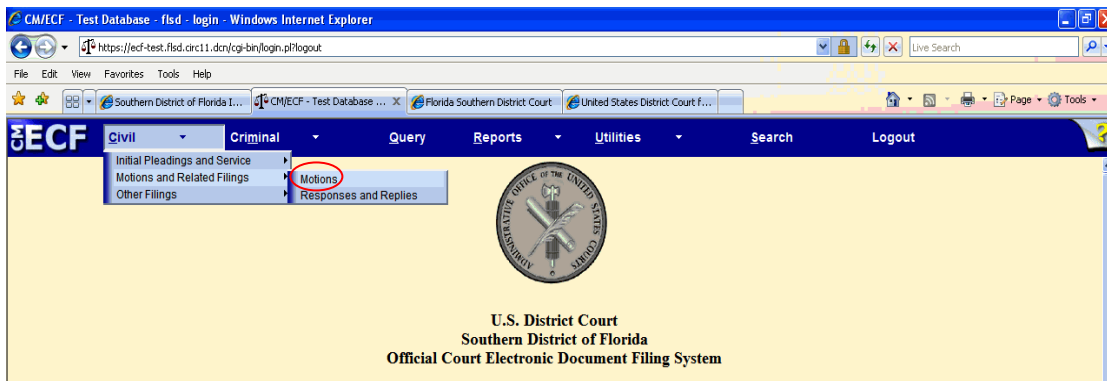
### Filing Documents for Civil Cases

There are eight basic steps involved in filing a document:

- 1) Select the type of document to file (see Attorney Event Menu).
- 2) Enter the case number in which the document is to be filed.
- 3) Designate the party(s) filing the document.
- 4) Specify the PDF file name and location for the document to be filed.
- 5) Add attachments, if any, to the document being filed.
- 6) Modify docket text as necessary.
- 7) Submit the pleading to CM/ECF.
- 8) Receive notification of electronic filing.



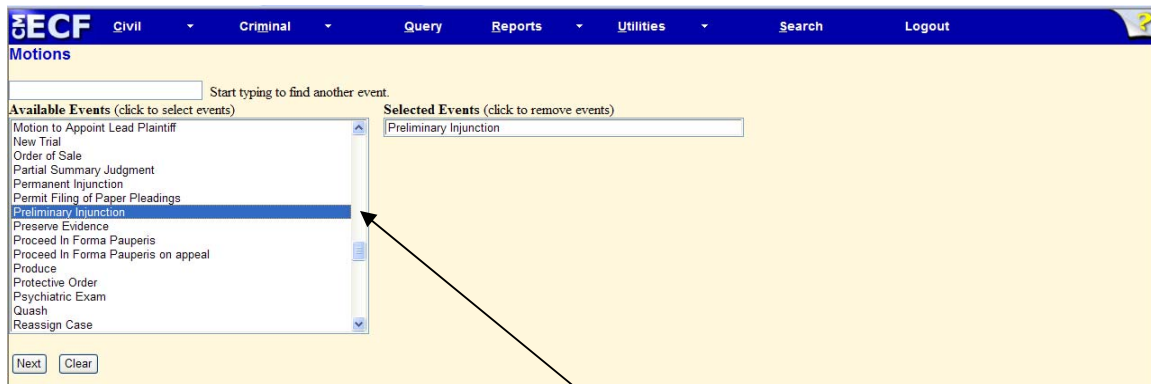
#### 1) Select the type of document to file



Select **Civil** from the *blue menu bar* at the top of the CM/ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a *Motion* in CM/ECF. The process is similar for filing other pleadings in CM/ECF.

Click on **Motions**, under **Motions and Related Filings**.

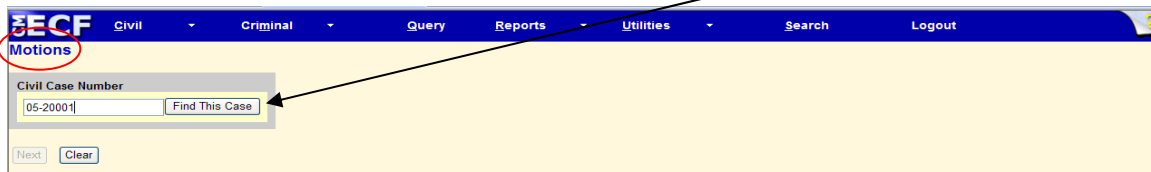
The *Motions* screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



For demonstration purposes, highlight **Preliminary Injunction** then click **[Next]**.

### 2) Enter the case number in which the document is to be filed

A new *Motions* screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click **[Find This Case]**.

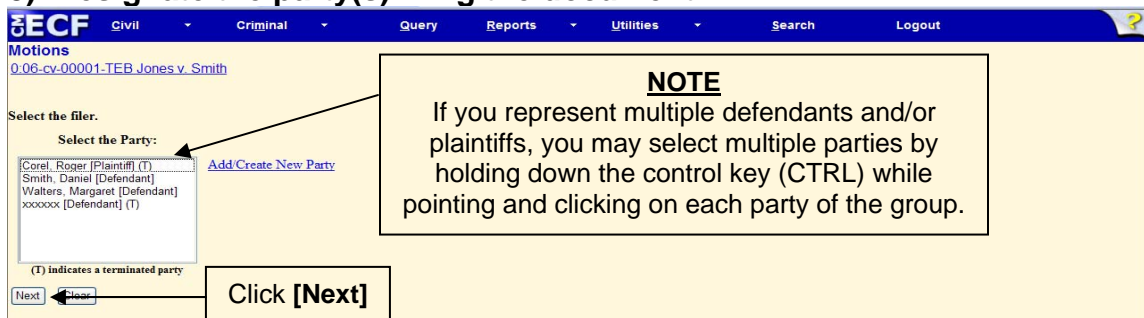


If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.

Select the correct case number, click **[Next]**.

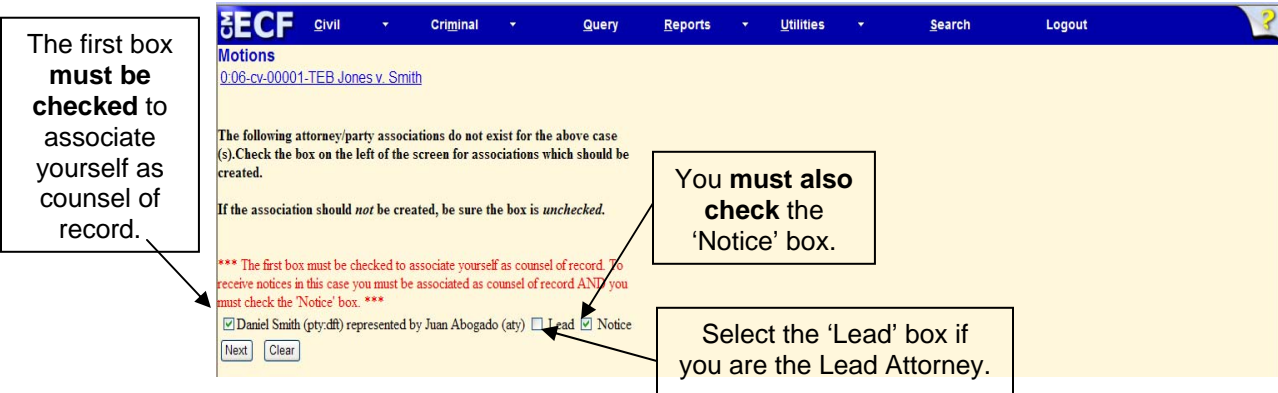


### 3) Designate the party(s) filing the document



**Note:** If your party does not appear, see the section of this manual titled **Add/Create New Party**.

Ensure that you associate yourself as counsel of record.



The first box must be checked to associate yourself as counsel of record.

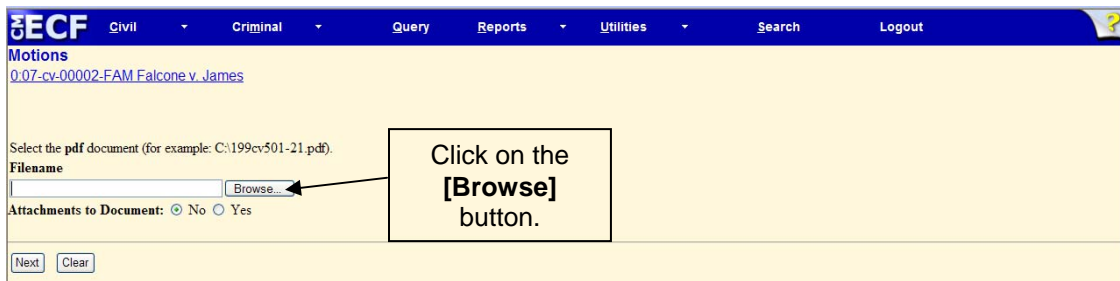
You must also check the 'Notice' box.

Select the 'Lead' box if you are the Lead Attorney.

#### 4) Specify the PDF file name and location for the document to be filed

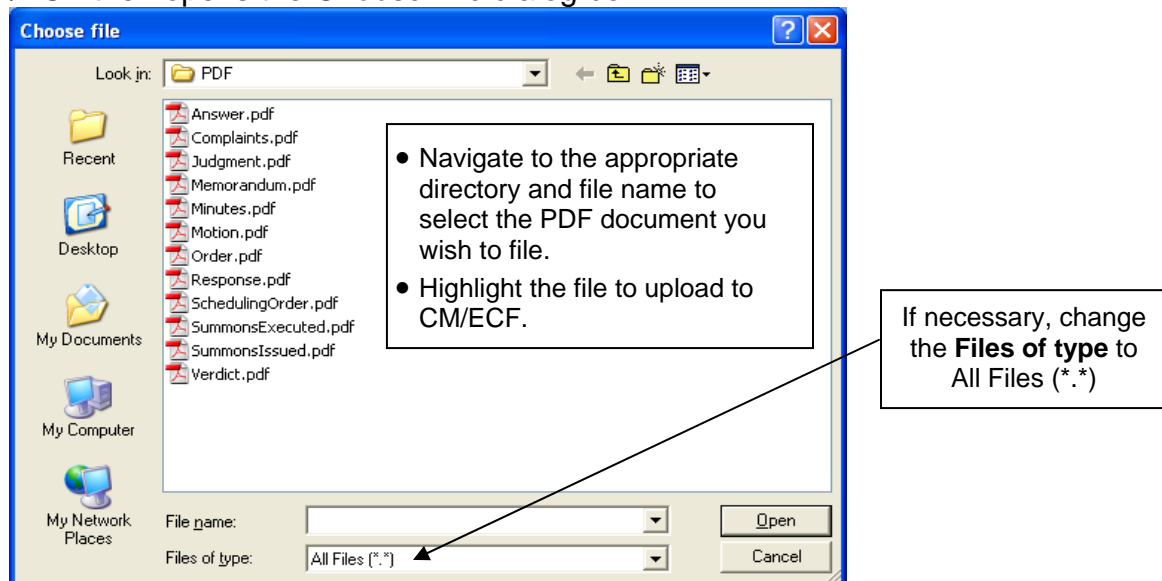
CM/ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. CM/ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in CM/ECF.

**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **must** reside in **PDF** format. Otherwise, CM/ECF will not accept the document and users will be unable to retrieve and read your document from within CM/ECF.



Click on the [Browse] button.

CM/ECF then opens the *Choose File* dialog box.

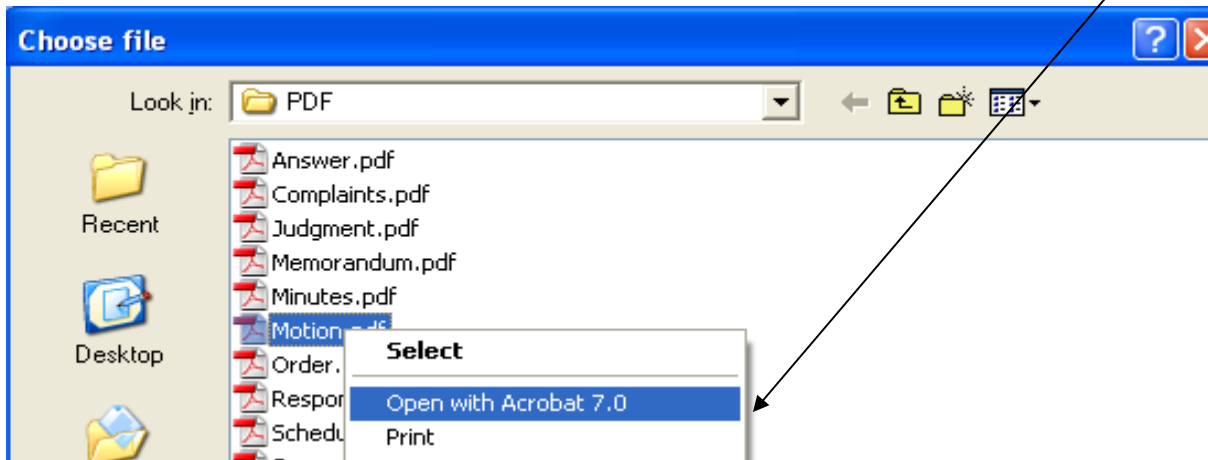


- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to CM/ECF.

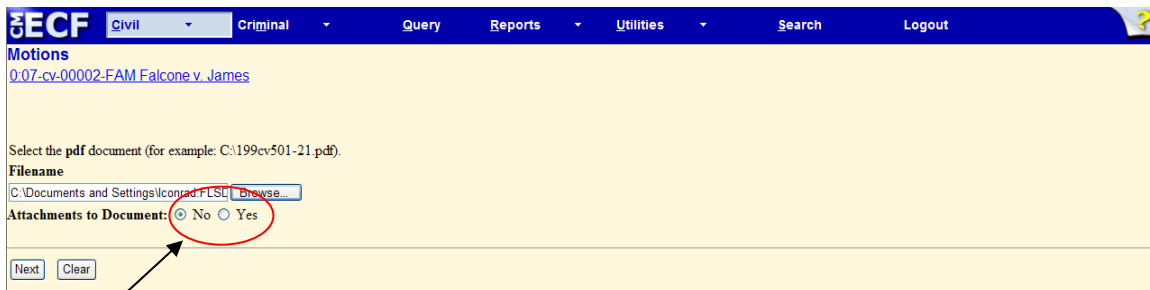
If necessary, change the **Files of type** to All Files (\*.\*)



**Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[Open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

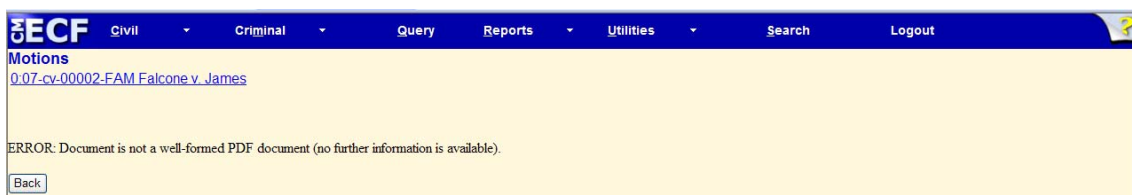


- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. CM/ECF closes the **Choose file** screen and inserts the PDF file name and location in the **Motions** screen.



- If there are no attachments to the motion, click on **[Next]**. A new Motions window opens. *Proceed to Step 6, "Modify Docket Text,"* to continue with your filing.
- If you have attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and *proceed to Step 5, "Add Attachments to Documents Being Filed."*

In the event you selected and highlighted a file that is **not** in PDF format, CM/ECF will display the following error message after you click on the **[Next]** button.



- CM/ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and CM/ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before.

## Failure to Select a Document to File

If you fail to select a document to file with your pleading, CM/ECF will display the error message depicted below.



- If you click **[OK]** from the previous screen, CM/ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

## 5) Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Click on **[Browse...]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and CM/ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

## Attachments and Exhibits

Refer to the Administrative Procedures for further information regarding attachments and exhibits that cannot be created and filed electronically.

**Note:** For moderate length paper attachments, consider dividing them into smaller attachments, scanning, and filing them electronically.

### 6) Modify docket text

Click on the drop-down arrow to open a modifier list. Select a modifier, if appropriate.

Type additional text for the description of the pleading (maximum of 255 characters).

Even though it is listed as a possible selection, **NEVER** select Emergency. All Emergency motions have to be filed conventionally.

### 7) Submit the pleading

- Click on the **[Next]** button. A new Motions window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the internet browser toolbar to find the screen you wish to alter.
- Click on the **[Next]** button to file and docket the pleading.

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**Note:** The screen depicted on the previous page contains the following warning. **Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.** At any time prior to this step, you **can abort** the CM/ECF filing or return to previous screens:

- It is highly recommended that you click on any hyperlink on the **Blue** CM/ECF menu bar if you need to abort the transmission. CM/ECF will reset to the beginning of the process.
- Another option is to click on the Web Browser **[Back]** button.

## 8) Notice of Electronic Filing

CM/ECF opens a new **Motions** window displaying a CM/ECF Notice of Electronic Filing (NEF).

The Notice of Electronic Filing provides confirmation that CM/ECF has registered your transaction and the pleading is now an official court document.

Select **[Print]** on the toolbar to print the document receipt.

**Note:** The **Notice of Electronic Filing** represents your receipt of filing. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a copy in your personal files.

The screenshot shows the CM/ECF interface for a Motion. The navigation bar includes Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area displays the following information:

- Motions** (0:06-cv-00001-TEB Jones v. Smith)
- Notice of Electronic Filing**
- The following transaction was entered by Abogado, Juan on 3/24/2008 at 3:53 PM EDT and filed on 3/24/2008
- Case Name: Jones v. Smith
- Case Number: 0:06-cv-1
- Filer: Margaret Walters
- Document Number: 403
- Docket Text: Second MOTION for Preliminary Injunction to cease and desist by Margaret Walters. (Abogado, Juan)
- 0:06-cv-1 Notice has been electronically mailed to:
  - Juan Abogado Foo\_Abogado@flsd.uscourts.gov
  - Donna Gay donna\_d\_gay@flsd.uscourts.gov, dona\_33023@yahoo.com
- 0:06-cv-1 Notices are printed for ProSe parties and non-registered attorneys found below. Others listed may NOT be noticed, please call Help Desk:
  - Marsha Feldman 301 N. Miami Avenue Miami, FL 33128
- The following document(s) are associated with this transaction:
  - Document description: Main Document
  - Original filename: a
  - Electronic document Stamp: [STAMP dcecfStamp\_ID=1105629215 [Date=3/24/2008] [FileNumber=8898-0] [116dc421d064823784118d9b90c23d1f17716d7c31e3e651a2cba19c279693ceb74cb666cfa3697a3d9af826c79ec310d40277efca2b913aecd0aeee74784d60]]

Annotations in the image point to:

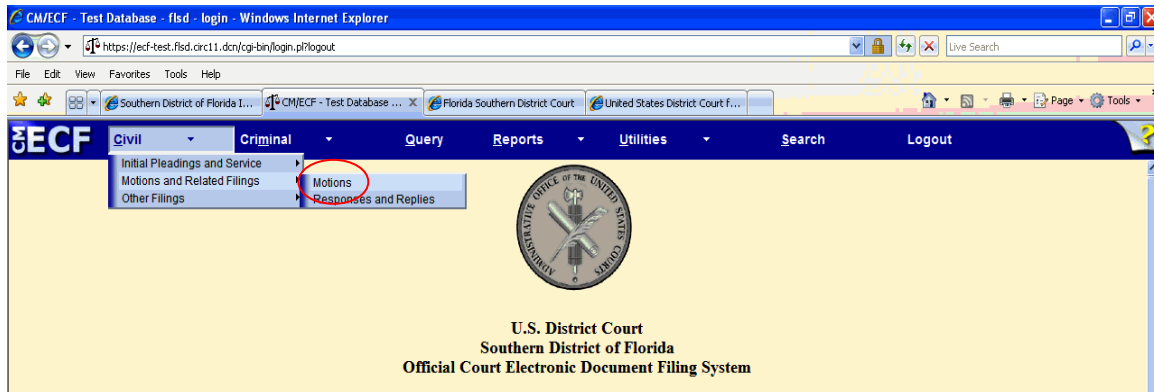
- The PACER log-in page link (U.S. District Court Southern District of Florida).
- The filer's name (Margaret Walters).
- The document number (403).
- The recipient list (Juan Abogado, Donna Gay).
- The document description (Main Document).

**Note:** It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.



# Filing Motions with Multiple Reliefs

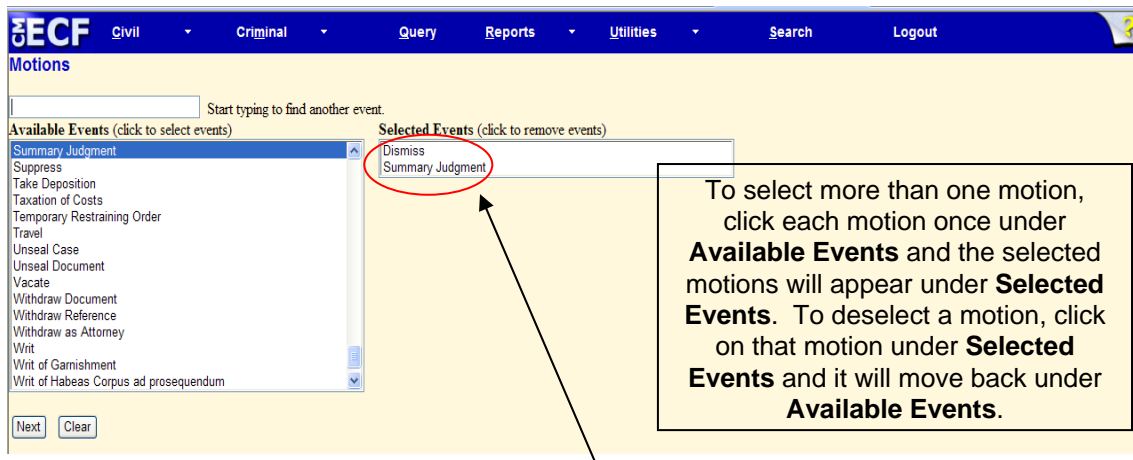
## 1) Select the type of document to file



Select **Civil** from the *blue menu bar* at the top of the CM/ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing.

Click on **Motions**, under **Motions and Related Filings**.

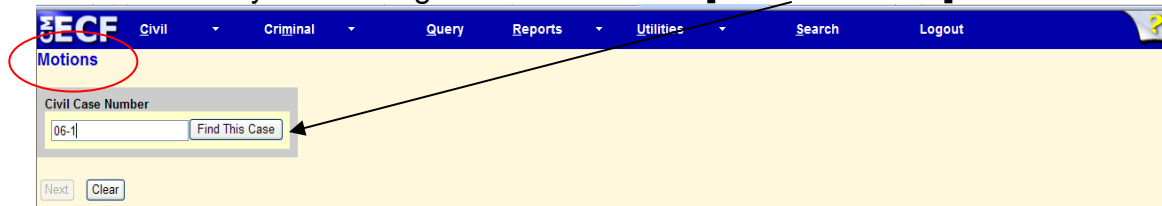
The Motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



For demonstration purposes, highlight **Dismiss** and **Summary Judgment**.

## 2) Enter the case number in which the document is to be filed

A new *Motions* screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click **[Find This Case]**.



If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.

Select the correct case number, click **[Next]**.

The screenshot shows the ECF Motions interface. At the top, there are navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is 'Motions'. Below this, there is a 'Civil Case Number' input field containing '0:06-cv-1' and a 'Hide Case List' button. Underneath, a 'Select a case:' section contains two radio button options. The first option, '0:06-cv-00001-TEB Jones v. Smith', is selected. The second option is '1:06-cv-00001 Morgan Trust Company'. At the bottom left of this section are 'Next' and 'Clear' buttons.

### 3) Designate the party(s) filing the document

The screenshot shows the ECF Motions interface. The main heading is 'Motions' with the case number '0:06-cv-00001-TEB Jones v. Smith' below it. The section is titled 'Select the filer.' and 'Select the Party:'. A list of parties is shown: 'Corel, Roger [Plaintiff] (T)', 'Smith, Daniel [Defendant]', 'Walters, Margaret [Defendant]', and 'xxxxxx [Defendant] (T)'. The 'Walters, Margaret [Defendant]' entry is highlighted. To the right of the list is a link 'Add/Create New Party'. Below the list is a note: '(T) indicates a terminated party'. At the bottom left are 'Next' and 'Clear' buttons. A 'NOTE' box on the right states: 'If you represent multiple defendants and/or plaintiffs, you may select multiple parties by holding down the control key (CTRL) while pointing and clicking on each party of the group.'

Highlight the name of the party or parties for whom you are filing the motion. After highlighting the parties to the motion, click **[Next]**.

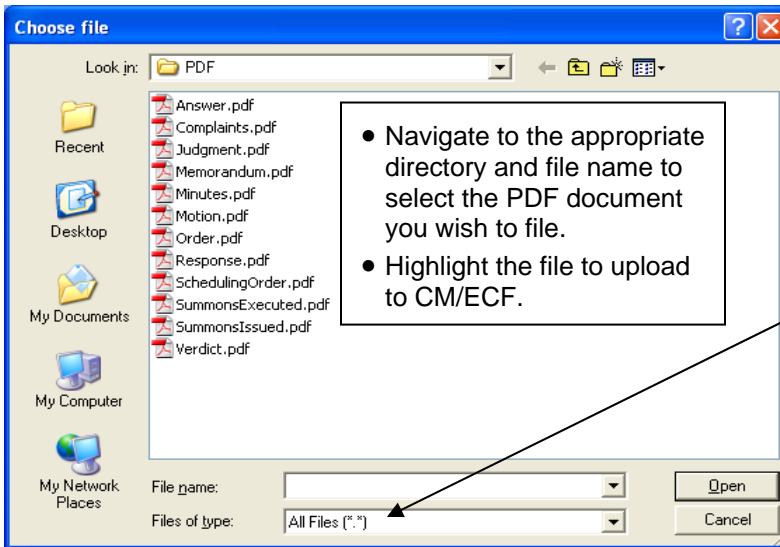
**Note:** If your party does not appear, see the section of this manual titled **Add/Create New Party**.

### 4) Specify the PDF file name and location for the document to be filed

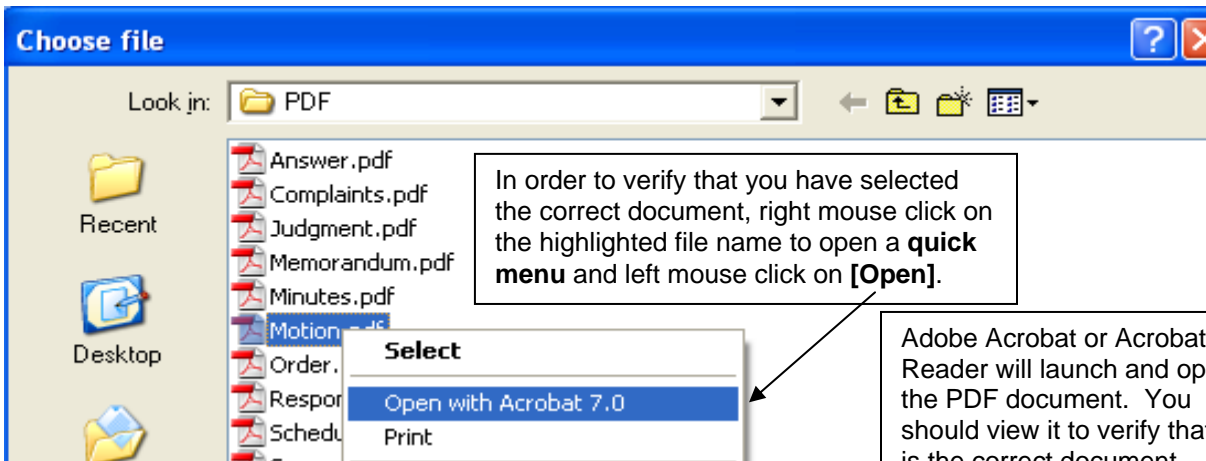
CM/ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. CM/ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in CM/ECF.

The screenshot shows the ECF Motions interface. The main heading is 'Motions' with the case number '0:06-cv-00001-TEB Jones v. Smith' below it. The section is titled 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' input field with a 'Browse...' button to its right. Below this, there are radio buttons for 'Attachments to Document' with 'No' selected and 'Yes' unselected. At the bottom left are 'Next' and 'Clear' buttons. A 'NOTE' box on the right states: 'It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF must reside in PDF format. Otherwise, CM/ECF will not accept the document and users will be unable to retrieve and read your document from within CM/ECF.'

Click on the **[Browse]** button. CM/ECF then opens the Choose File dialog box.



If necessary, change the **Files of type** to All Files (\*.\*)



Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. CM/ECF closes the **Choose File** screen and inserts the PDF file name and location in the **Motions** screen.



- If there are no attachments to the motion, click **[Next]**. A new *Motions* window opens. Proceed to Step 6, “**Select the Related Event**,” to continue with your filing.
- If you have attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to Step 5, “**Add Attachments to Documents Being Filed**.”

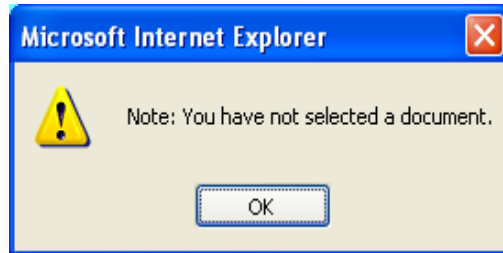
In the event you selected and highlighted a file that is **not** in PDF format, CM/ECF will display the following error message after you click on the **[Next]** button.



- CM/ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and CM/ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

### Failure to Select a Document to File

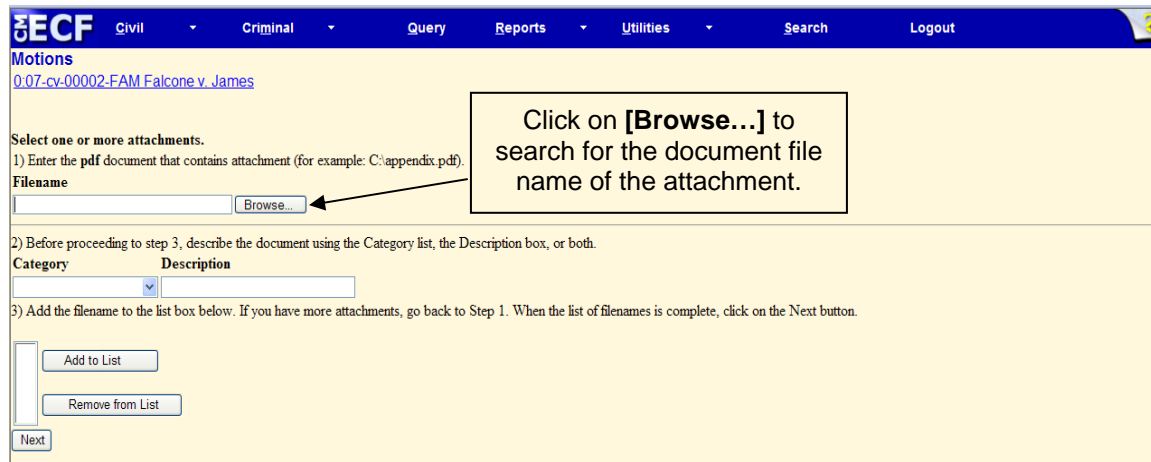
If you fail to select a document to file with your pleading, CM/ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above, CM/ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

### 5) Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.



- Next to the field for attachment **Type**, click on the arrow and CM/ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

**MANDATORY**  
Type a clear and concise description of the attachment in the Description field (maximum of 80 characters).

Click on **[Add to List]** and CM/ECF adds the selected document as an attachment to the pleading. Repeat the sequence for each additional attachment.

- After adding all of the desired PDF documents as attachments, click on **[Next]**.

### Attachments and Exhibits

Refer to the Administrative Procedures for further information regarding attachments and exhibits that cannot be created and filed electronically.

**Note:** For moderate length paper attachments, consider dividing them into smaller attachments, scanning, and filing them electronically.

### 6) Select the appropriate related event (if applicable)

Continuing with the example, select the event related to the Motion to Dismiss.

Check the box to the left of the docket entry.

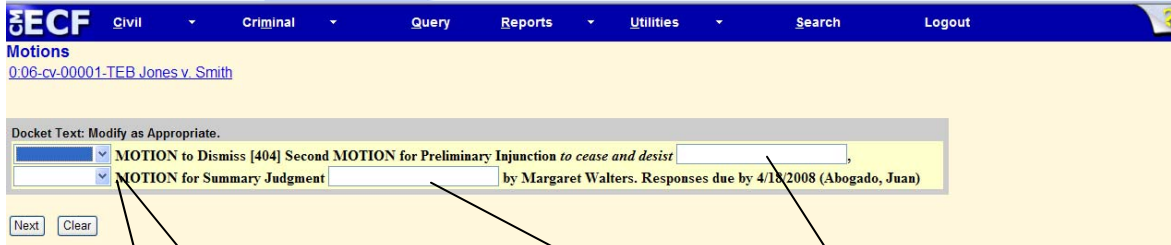
Click **[Next]**.

### 7) Confirm

Click **[Next]**.



## 8) Modify docket text



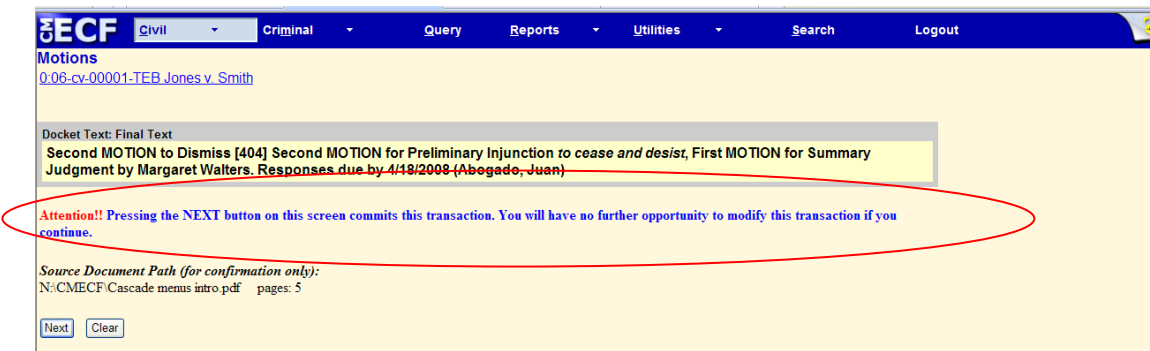
Click on the drop-down arrow to open a modifier list. Select a modifier, if appropriate.

Type additional text for the description of the pleading (maximum of 255 characters).

Even though it is listed as a possible selection, **NEVER** select Emergency. All Emergency motions have to be filed conventionally.

## 9) Submit the pleading

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the internet browser toolbar to find the screen you wish to alter.
- Click on the **[Next]** button to file and docket the pleading.





**Note:** The screen depicted on the previous page contains the following warning.  
**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you **can abort** the CM/ECF filing or return to previous screens:

- It is highly recommended that you click on any hyperlink on the **Blue** CM/ECF menu bar if you need to abort the transmission. CM/ECF will reset to the beginning of the process.
- Another option is to click on the Web Browser **[Back]** button.

## 10) Notice of Electronic Filing

CM/ECF opens a new **Motions** window displaying a CM/ECF Notice of Electronic Filing (NEF).

The Notice of Electronic Filing provides confirmation that CM/ECF has registered your transaction and the pleading is now an official court document.

Select **[Print]** on the toolbar to print the document receipt.

**Note:** The **Notice of Electronic Filing** represents your receipt of filing. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a copy in your personal files.

The screenshot shows the CM/ECF interface with a navigation bar (Civil, Criminal, Query, Reports, Utilities, Search, Logout) and a 'Motions' window. The window title is '0:06-cv-00001-TEB Jones v. Smith'. The main content area displays a 'Notice of Electronic Filing' for the U.S. District Court, Southern District of Florida. The notice details a transaction entered by Abogado, Juan on 4/1/2008 at 2:15 PM EDT and filed on 4/1/2008. Case Name: Jones v. Smith, Case Number: 0:06-cv-1, Filer: Margaret Walters, Document Number: 406. The docket text includes 'Second MOTION to Dismiss [404] Second MOTION for Preliminary Injunction to cease and desist, First MOTION for Summary Judgment by Margaret Walters. Responses due by 4/18/2008 (Abogado, Juan)'. Below this, it states '0:06-cv-1 Notice has been electronically mailed to: Juan Abogado foo\_Abogado@flsd.uscourts.gov, Donna Gay donna\_d\_gay@flsd.uscourts.gov, dona\_33023@yahoo.com'. A note indicates '0:06-cv-1 Notices are printed for ProSe parties and non-registered attorneys found below. Others listed may NOT be noticed, please call Help Desk.: Marsha Feldman 301 N. Miami Avenue Miami, FL 33128'. The bottom section lists document descriptions and electronic stamps, including 'Document description: Main Document', 'Original filename: n/a', and 'Electronic document Stamp: [STAMP deccStamp\_ID=1105629215 [Date=4/1/2008] [FileNumber=9182-0] [704dede1ddd9f5055654c344d591b11ae89bcd3ef97308220dd3d9ba9ac4b45d428f1902f1fad7db9f0bdc2360967d064ba61425c1e7461ebd0b8bd917b054]]'. Three callout boxes provide additional information: one points to the case number and filer name, stating 'These hyperlinks will take you to the PACER log-in page. Although individuals who receive the Notification of Electronic Filing via email are permitted one "free look" at the document to verify that it was properly docketed, subsequent retrieval of the document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.'; another points to the recipient list, stating 'CM/ECF will electronically transmit the Notice of Electronic Filing to authorized CM/ECF users.'; and a third points to the document list, stating 'It also displays those individuals who will *not* be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.'

**Note:** It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

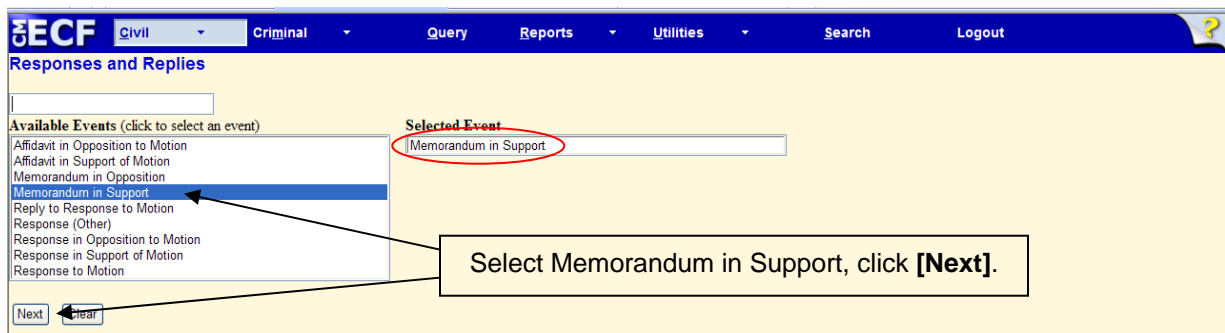
# Filing a Memorandum in Support

## 1) Select the type of document to file

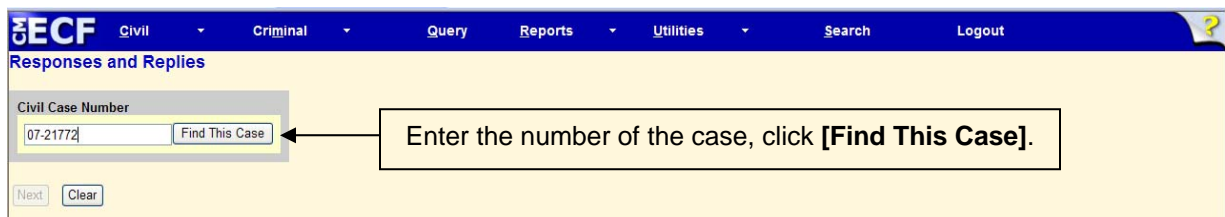


Select **Civil** from the *blue menu bar* at the top of the CM/ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing.

Click on **Responses and Replies**, under **Motions and Related Filings**.



## 2) Enter the case number in which the document is to be filed



If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.





### 3) Designate the party(s) filing the document

Select the Party:

- Burger King Corporation [Defendant]
- Cowley, Raul G. [Plaintiff]

Next Clear

**NOTE**  
If you represent multiple defendants and/or plaintiffs, you may select multiple parties by holding down the control key (CTRL) while pointing and clicking on each party of the group.

Highlight the name of the party or parties for whom you are filing this Memorandum and Support. After highlighting the parties, click **[Next]**.

**Note:** If your party does not appear, see the section of this manual titled **Add/Create New Party**.

### 4) Specify the PDF file name and location for the document to be filed

CM/ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. CM/ECF displays the field for locating and entering the PDF file of the document you are filing in CM/ECF.

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename  Browse...

Attachments to Document:  No  Yes

Next Clear

**NOTE**  
It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **must** reside in **PDF** format. Otherwise, CM/ECF will not accept the document and users will be unable to retrieve and read your document from within CM/ECF.

Click on the **[Browse]** button. CM/ECF then opens the *Choose File* dialog box.

Look in: PDF

- Answer.pdf
- Complaints.pdf
- Judgment.pdf
- Memorandum.pdf
- Minutes.pdf
- Motion.pdf
- Order.pdf
- Response.pdf
- SchedulingOrder.pdf
- SummonsExecuted.pdf
- SummonsIssued.pdf
- Verdict.pdf

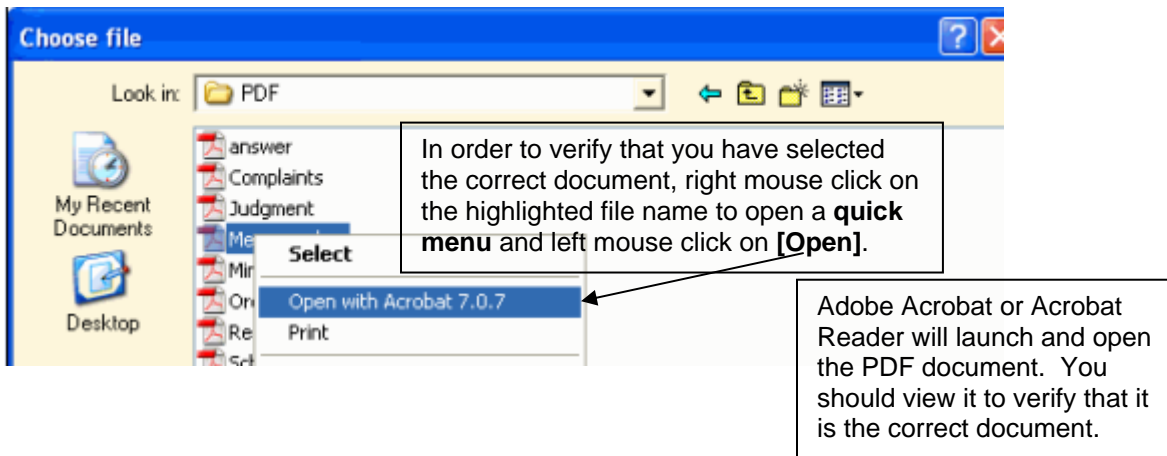
File name:  Open

Files of type: All Files (\*.\*) Cancel

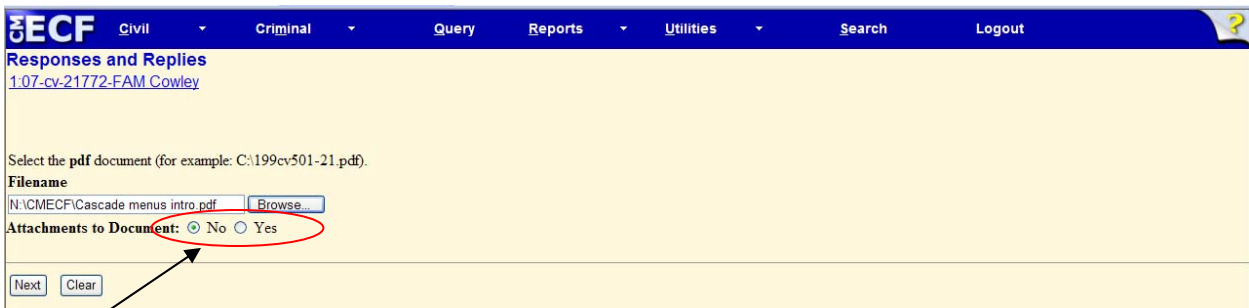
• Navigate to the appropriate directory and file name to select the PDF document you wish to file.

• Highlight the file to upload to CM/ECF.

If necessary, change the **Files of type** to All Files (\*.\*)



Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. CM/ECF closes the **Choose File** screen and inserts the PDF file name and location in the **Responses and Replies** screen



- If there are no attachments, click **[Next]**. A new *Responses and Replies* window opens. *Proceed to Step 6, "Select the Related Event,"* to continue with your filing.
- If you have attachments, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and *proceed to Step 5, "Add Attachments to Documents Being Filed."*

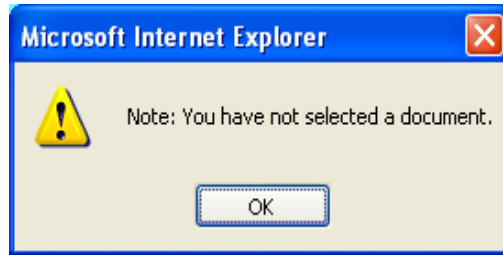
In the event you selected and highlighted a file that is **not** in PDF format, CM/ECF will display the following error message after you click on the **[Next]** button.



- CM/ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and CM/ECF will return to the **Responses and Replies** screen. Select and highlight the PDF file of your pleading and proceed as before.

## Failure to Select a Document to File

If you fail to select a document to file with your pleading, CM/ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above, CM/ECF will return you to the **Responses and Replies** screen. You cannot proceed without attaching a PDF document.

## 5) Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Responses and Replies** screen appears.

- Next to the field for attachment **Type**, click on the arrow and CM/ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

- After adding all of the desired PDF documents as attachments, click on **[Next]**.

## Attachments and Exhibits

Refer to the Administrative Procedures for further information regarding attachments and exhibits that cannot be created and filed electronically.

**Note:** For moderate length paper attachments, consider dividing them into smaller attachments, scanning, and filing them electronically.

### 6) Select the appropriate related event

The screenshot shows the ECF system interface with the 'Responses and Replies' section for case 1:07-cv-21772-FAM Cowley. A list of 13 docket entries is displayed, each with a checkbox to its left. An arrow points from a text box 'Check the box to the left of the docket entry.' to the checkbox for entry 6. Another arrow points from a text box 'Click [Next].' to the 'Next' button at the bottom of the list.

Responses and Replies  
1:07-cv-21772-FAM Cowley

Select the appropriate event(s) to which your event relates:

- 07/10/2007 1 COMPLAINT against Burger King Corporation Filing fee \$ 350, filed by Raul G. Cowley. (nm) (Entered: 09/12/2007)
- 07/10/2007 2 Summons Issued as to Burger King Corporation. (nm) (Entered: 09/12/2007)
- 08/16/2007 3 SUMMONS Returned Executed by Raul G. Cowley. Burger King Corporation served on 8/9/2007, answer due 8/29/2007. (nm) (Entered: 09/12/2007)
- 08/31/2007 4 NOTICE of Attorney Appearance by Jacqueline Becerra on behalf of Burger King Corporation. (nm) (Entered: 09/12/2007)
- 09/11/2007 5 SCHEDULING ORDER AND ORDER REFERRING CASE to Mediation: 15 days to appoint mediator; Trial set for 1/7/2008; Calendar Call set for 1/2/2008 2:00 PM Signed by Judge Federico A. Moreno on 9/11/2007. (nm) (Entered: 09/12/2007)
- 02/07/2008 6 MOTION for Extension of Time to Mediate by Burger King Corporation. (md)
- 02/07/2008 7 MOTION to Withdraw as Attorney by Raul G. Cowley. Responses due by 2/25/2008 (md) (Terminated)
- 02/07/2008 8 ORDER granting 7 Motion to Withdraw as Attorney. Attorney Marita DiazAty terminated (md)
- 02/08/2008 Attorney Marita DiazAty terminated. Trial by Ana (md)
- 02/08/2008 9 Minute Entry for proceedings held before Judge Judge Federico A. Moreno: Calendar Call held on 2/8/2008. (Tape #pon) (md)
- 03/19/2008 10 Sealed Document. (sk)
- 03/19/2008 11 Sealed Document. (sk)
- 03/19/2008 12 ORDER re 11 Sealed Document. Signed by Chief Judge Federico A. Moreno on 7. (sk)
- 04/01/2008 13 Corporate Disclosure Statement by Burger King Corporation identifying Other Affiliate Bobby Badboy for Burger King Corporation. (sk)

Next Clear

### 7) Modify docket text

The screenshot shows the ECF system interface with the 'Responses and Replies' section for case 1:07-cv-21772-FAM Cowley. The 'Docket Text' field is highlighted, showing the text 'MEMORANDUM in Support re [6] MOTION for Extension of Time to Mediate' followed by a text input field and 'filed by Raul G. Cowley. (Abogado, Juan)'. An arrow points from a text box 'Type additional text for the description of the memorandum (maximum of 255 characters).' to the text input field. Another arrow points from a text box 'Click [Next].' to the 'Next' button.

Responses and Replies  
1:07-cv-21772-FAM Cowley

Docket Text: Modify as Appropriate.

MEMORANDUM in Support re [6] MOTION for Extension of Time to Mediate [ ] filed by Raul G. Cowley. (Abogado, Juan)

Next Clear

### 8) Submit the Memorandum

- Click on the **[Next]** button. A new **Responses and Replies** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the internet browser toolbar to find the screen you wish to alter.
- Click on the **[Next]** button to file the Memorandum in Support.

The screenshot shows the ECF system interface with the 'Responses and Replies' section for case 1:07-cv-21772-FAM Cowley. The 'Docket Text' field is highlighted, showing the text 'MEMORANDUM in Support re [6] MOTION for Extension of Time to Mediate filed by Raul G. Cowley. (Abogado, Juan)'. A red oval highlights a warning message: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' Below the warning, the 'Source Document Path (for confirmation only):' is shown as 'N:\CMECF\Cascade menus intro.pdf' with 'pages: 5'. The 'Next' and 'Clear' buttons are visible at the bottom.

Responses and Replies  
1:07-cv-21772-FAM Cowley

Docket Text: Final Text

MEMORANDUM in Support re [6] MOTION for Extension of Time to Mediate filed by Raul G. Cowley. (Abogado, Juan)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
N:\CMECF\Cascade menus intro.pdf pages: 5

Next Clear

**Note:** The screen depicted on the previous page contains the following warning.  
**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you **can abort** the CM/ECF filing or return to previous screens:

- It is highly recommended that you click on any hyperlink on the **Blue** CM/ECF menu bar if you need to abort the transmission. CM/ECF will reset to the beginning of the process.
- Another option is to click on the Web Browser **[Back]** button.

## 9) Notice of Electronic Filing

CM/ECF opens a new **Responses and Replies** window displaying a CM/ECF Notice of Electronic Filing (NEF).

The Notice of Electronic Filing provides confirmation that CM/ECF has registered your transaction and the pleading is now an official court document.

Select **[Print]** on the toolbar to print the document receipt.

**Note:** The **Notice of Electronic Filing** represents your receipt of filing. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a copy in your personal files.

**U.S. District Court  
Southern District of Florida**

**Responses and Replies**  
1:07-cv-21772-FAM Cowley

**Notice of Electronic Filing**

The following transaction was entered by Abogado, Juan on 4/1/2008 at 6:13 PM EDT and filed on 4/1/2008

Case Name: Cowley  
Case Number: 1:07-cv-21772  
Filer: Raul G. Cowley  
Document Number: 14

**Docket Text:**  
MEMORANDUM in Support re [6] MOTION for Extension of Time to Mediate filed by Raul G. Cowley. (Abogado, Juan)

1:07-cv-21772 Notice has been electronically mailed to:  
1:07-cv-21772 Notice has not been delivered electronically to those listed below and will be provided by other means:

Jacqueline Becerra  
1221 Brickell Ave  
Miami, FL 33131

Jay Levy  
9130 S. Dadeland Blvd  
Suite 1510 Two Datan Center  
Miami, FL 33156

The following document(s) are associated with this transaction:  
Document description: Main Document  
Original filename: n/a  
Electronic document Stamp:  
[STAMP dcecfStamp\_ID=1105629215 [Date=4/1/2008] [FileNumber=9220-0] [9  
9dc464973ce3039f33a32a2865fb2fdd1a53a86d903a41d9c63ed3c8c518f69ac45cb  
a799db919a79ee0081c36e8505cd8e11e8715f4536b3fb4a125cee09dj]

These hyperlinks will take you to the PACER log-in page. Although individuals who receive the Notification of Electronic Filing via email are permitted one "free look" at the document to verify that it was properly docketed, subsequent retrieval of the document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

CM/ECF will electronically transmit the **Notice of Electronic Filing** to authorized CM/ECF users.

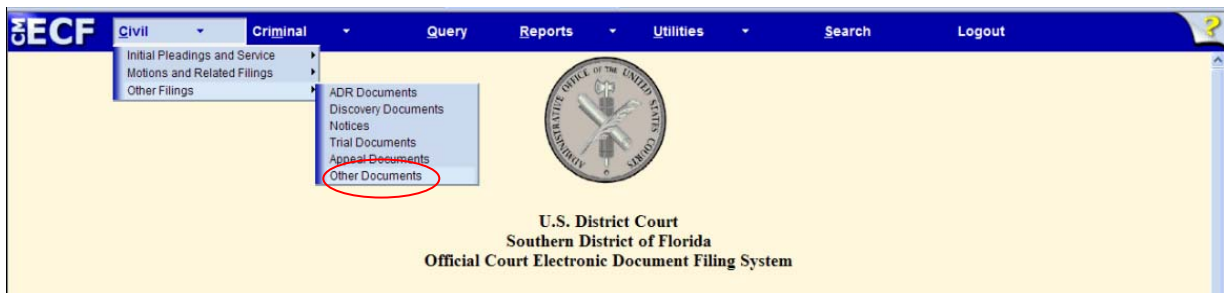
It also displays those individuals who will **not** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

**Note:** It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.



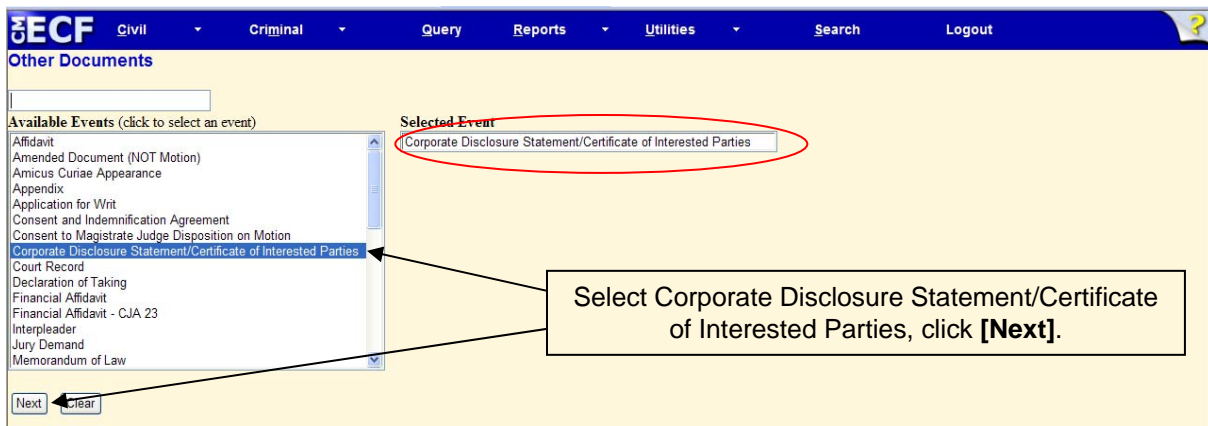
# Filing a Corporate Disclosure/Certificate of Interested Parties

## 1) Select the type of document to file

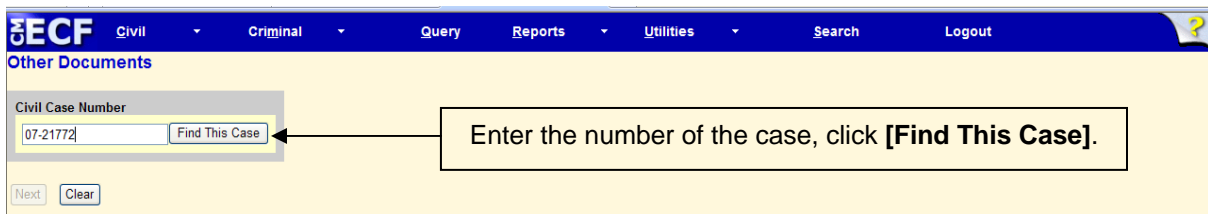


Select **Civil** from the *blue menu bar* at the top of the CM/ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing.

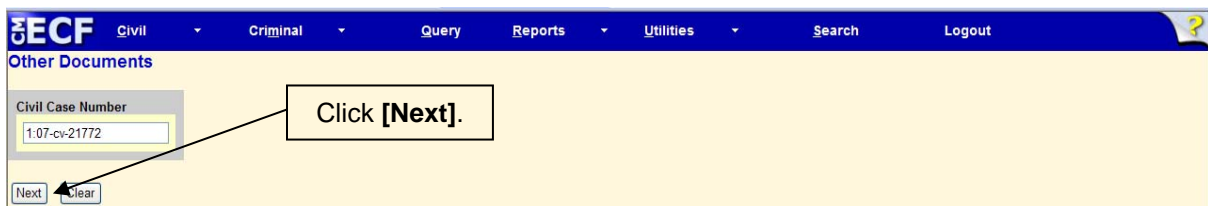
Click on **Other Documents**, under **Other Filings**.



## 2) Enter the case number in which the document is to be filed

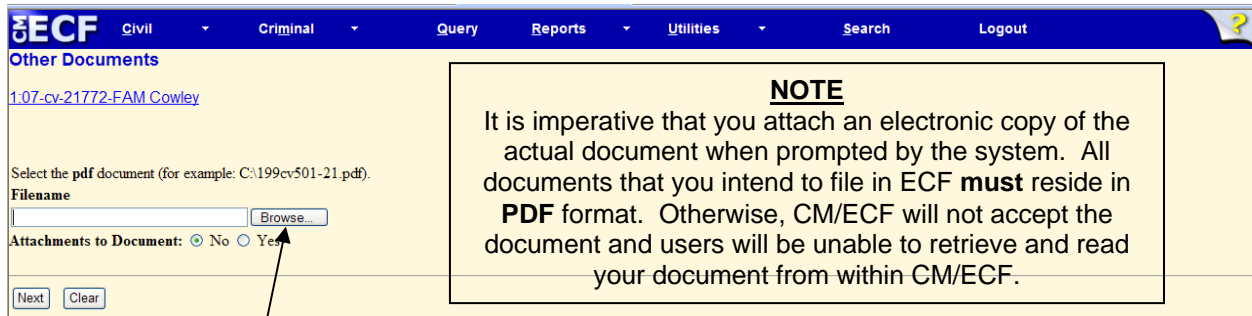


If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click **Back** to re-enter.



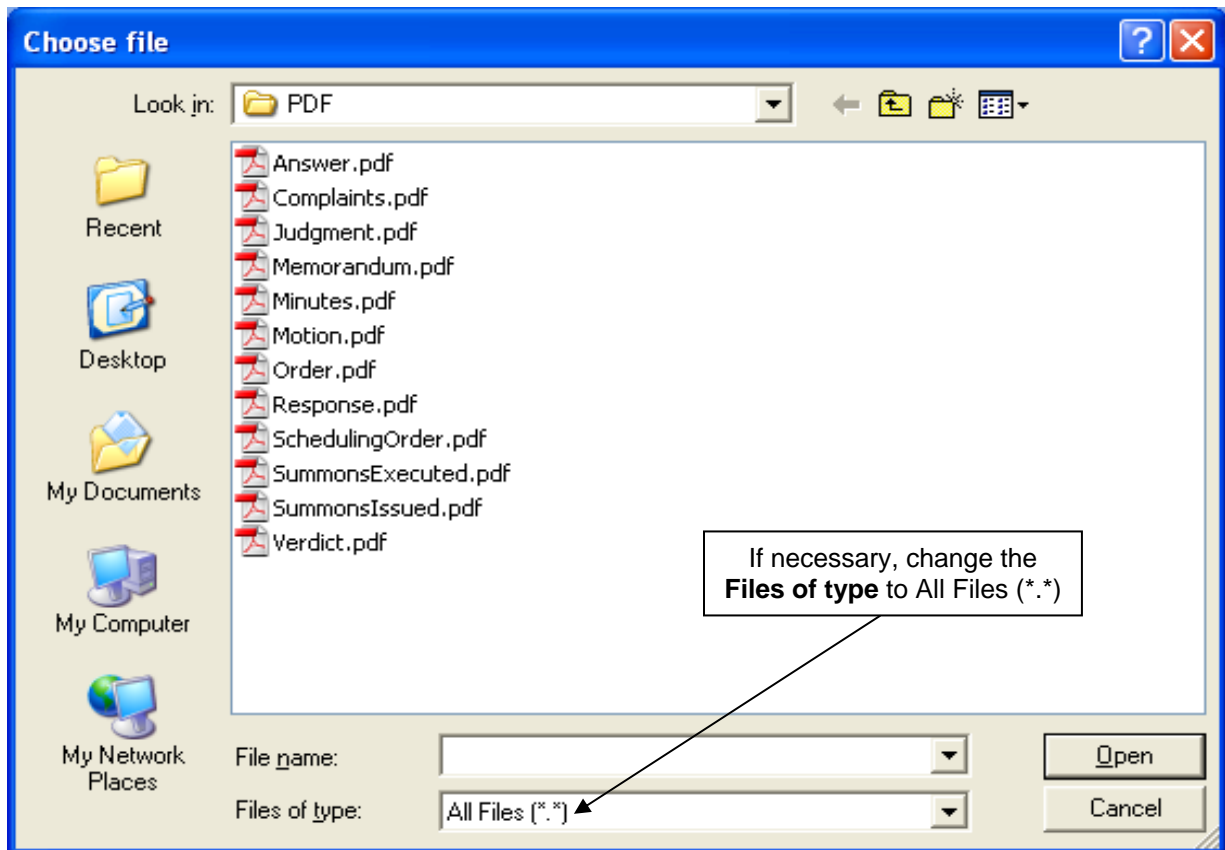
### 3) Specify the PDF file name and location for the document to be filed

CM/ECF displays the field for locating and entering the PDF file of the document you are submitting.

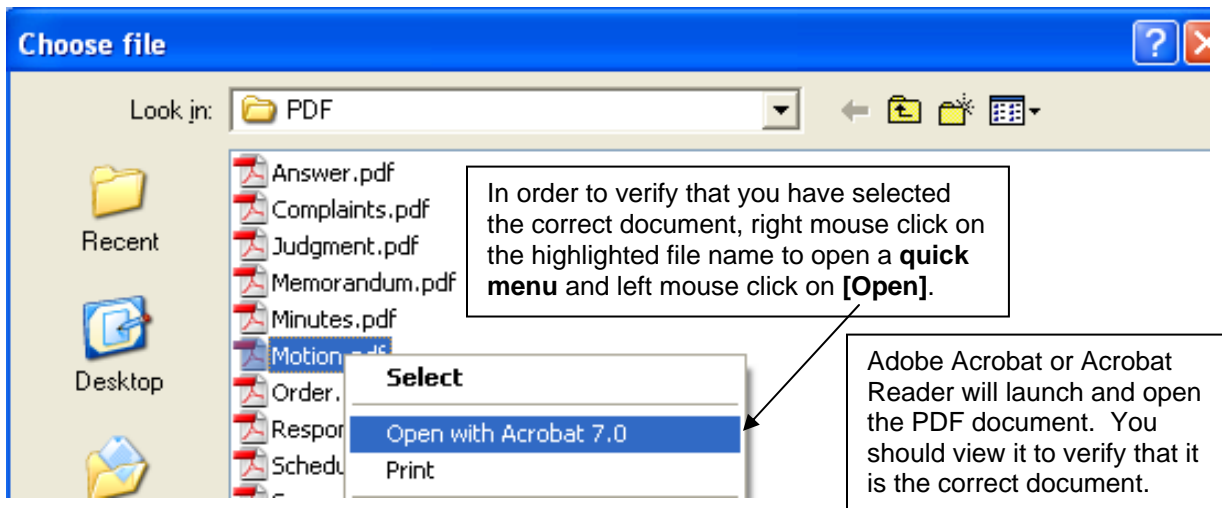


Click on the **[Browse...]** button.

CM/ECF then opens the *Choose File* dialog box.



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to CM/ECF.

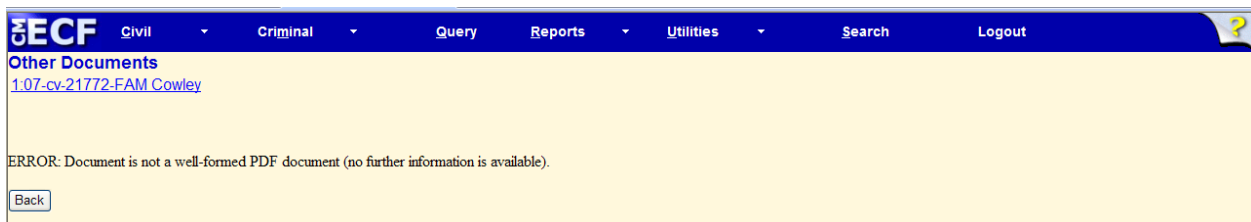


Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. CM/ECF closes the **Choose File** screen and inserts the PDF file name and location in the **Other Documents** screen.



- If there are no attachments, click **[Next]**. A new *Other Documents* window opens. Proceed to Step 5, “**Select the Filer,**” to continue with your filing.
- If you have attachments, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to Step 4, “**Add Attachments to Documents Being Filed.**”

In the event you selected and highlighted a file that is **not** in PDF format, CM/ECF will display the following error message after you click on the **[Next]** button.

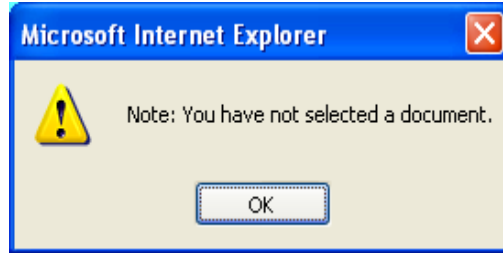


- CM/ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and CM/ECF will return to the **Other Documents** screen. Select and highlight the PDF file of your pleading and proceed as before.



## Failure to Select a Document to File

If you fail to select a document to file with your pleading, CM/ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above, CM/ECF will return you to the **Other Documents** screen. You cannot proceed without attaching a PDF document.

## 4) Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Other Documents** screen appears.

- Next to the field for attachment **Type**, click on the arrow and CM/ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

## Attachments and Exhibits

Refer to the Administrative Procedures for further information regarding attachments and exhibits that cannot be created and filed electronically.

**Note:** For moderate length paper attachments, consider dividing them into smaller attachments, scanning, and filing them electronically.

### 5) Select the filer

Select the filer.

Select the Party:

Burger King Corporation [Defendant] Add/Create New Party

Cowley, Raul G. [Plaintiff]

Next Clear

Highlight the name of the party(s) for whom you are filing the Corporate Disclosure/Cert of Interested Parties. If you represent multiple defendants and/or plaintiffs, you may select multiple parties by holding down the control key (CTRL) while pointing and clicking on each party of the group.

**Note:** If your party does not appear, see the section of this manual titled **Add/Create New Party**.

### 6) Add Corporate Parent and/or Affiliate

Add Corporate Parent and/or Affiliate(s).

Next Clear

Click [Next].

Search for a corporate parent or other affiliate

Last/Business Name bad

Search Clear

End corporate parent or other affiliate selection

Type in the name of the corporation or the affiliate's name, click [Search].

#### *If the corporation or affiliate is listed...*

Search for a corporate parent or other affiliate

Last/Business Name bad

Search Clear

Corporate parent or other affiliate search results

Badboy, Bobby

Badboy Bob

Select name from list Create new corporate parent or other affiliate

Highlight the appropriate name, click [Select Name from List].

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Corporate Parent or Other Affiliate Information**

Last/Business name:  First name:

Middle name:

Type:

Click the Add corporate parent or other affiliate button to return to the Corporate parent or other affiliate search screen.

Select the appropriate type, click **[Add Corporate Parent or other affiliate]**.

*If the corporation or affiliate is not listed...*

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Other Documents**  
1:07-cv-21772-FAM Cowley

Search for a corporate parent or other affiliate

Last/Business Name:

Corporate parents and other affiliates added thus far:  
Burger King Corporation Other Affiliate Bobby Badboy

Type in the name of the corporation or the affiliate's name, click **[Search]**.

**ECF** Civil Criminal Query Reports Utilities Search Logout

Search for a corporate parent or other affiliate

Last/Business Name:

Corporate parent or other affiliate search results

**No person found.**

Click **[Create new corporate parent or other affiliate]**.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Corporate Parent or Other Affiliate Information**

Last/Business name:  First name:

Middle name:

Type:

Click the Add corporate parent or other affiliate button to return to the Corporate parent or other affiliate search screen.

Select the appropriate type, click **[Add Corporate Parent or other affiliate]**.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Other Documents**  
1:07-cv-21772-FAM Cowley

Adding new corporate parent or other affiliate.

Select the Party:

Click **[Next]**.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Other Documents**  
1:07-cv-21772-FAM Cowley

Search for a corporate parent or other affiliate

Last/Business Name:

Corporate parents and other affiliates added thus far:  
Burger King Corporation Corporate Parent Fast Food, Inc  
Other Affiliate Bobby Badboy

Once all Corporate Parents and/or other Affiliates are added, click **[End corporate parent or other affiliate selection]**.

## 7) Indicate the inclusion of a certificate of interested parties (Yes/No)

If it **does** include a certificate of interested parties...

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents  
1:07-cv-21772-FAM Cowley

Does this include a certificate of interested parties Y/N?

Next Clear

Type Y, click [Next].

ECF Civil Criminal Query Reports Utilities Search Logout

Search for a party

Last/Business Name  First Name  Middle Name

Search Clear

Party search results

No person found.

Create new party

Type in the name of a business or individual, click [Search].

ECF Civil Criminal Query Reports Utilities Search Logout

Search for a party

Last/Business Name  First Name  Middle Name

Search Clear

Party search results

Goodyear

Select name from list Create new party

Highlight the name from the results section, click [Select name from list].

ECF Civil Criminal Query Reports Utilities

Party Information

Last name  First name

Middle name  Generation

Title

Role  Pro se

Prisoner Id  Unit

Office

Address 1

Address 2

Address 3

City  State  Zip

County  Country

Prison

Populate Prison Address Lines

Phone  Fax

Party text

Start date

Alias Corporate parent or other affiliate... Review... Add all aliases, corporate parents and other affiliates before clicking the Submit button.

Submit Cancel Clear

No  
Pro Se but not allowed to file electronically  
Pro Se allowed to file electronically

- Consol Third Party Defendant (con3df.pty)
- Consol Third Party Plaintiff (con3pl.pty)
- Counter Claimant (cc.pty)
- Counter Defendant (cd.pty)
- Creditor (cr.pty)
- Cross Claimant (crc.pty)
- Cross Defendant (crd.pty)
- Custodian (cust.pty)
- Debtor-in-Possess (dbpos.pty)
- Defendant (dft.pty)
- Garnishee (gar.pty)
- In Re (inre.pty)
- Interested Party (ip.pty)
- Interpleader (intpl.pty)
- Intervenor (intv.pty)
- Intervenor Defendant (intvd.pty)
- Intervenor Plaintiff (intvp.pty)
- Material Witness (mw.pty)
- Mediator (med.pty)
- Movant (mov.pty)
- Objector (obj.pty)
- Petitioner (pet.pty)
- Plaintiff (pla.pty)
- Receiver (rc.pty)
- Respondent (res.pty)
- Special Master (sm.pty)
- Taxpayer (tax.pty)
- ThirdParty Defendant (3pd.pty)
- ThirdParty Plaintiff (3pp.pty)
- Trustee (trust.pty)

Make sure you first add all aliases, corporate parents and other affiliates as well as completing all applicable fields on the screen before clicking [Submit].

If there are more interested parties, continue to add them as necessary.

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents  
1:07-cv-21772-FAM Cowley

Search for a party  
Last/Business Name  First Name  Middle Name

Click [End party selection] after all interested parties have been added.

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents  
1:07-cv-21772-FAM Cowley

Click [Next] and prepare to submit the Corporate Disclosure/Certificate of Interested Parties. Proceed to Step 8.

If it **does not** include a certificate of interested parties...

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents  
1:07-cv-21772-FAM Cowley

Does this include a certificate of interested parties Y/N?

Type N, click [Next].

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents  
1:07-cv-21772-FAM Cowley

Click [Next] and prepare to submit the Corporate Disclosure/Certificate of Interested Parties. Proceed to Step 8.

## 8) Submit the Corporate Disclosure/Certificate of Interested Parties

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents  
1:07-cv-21772-FAM Cowley

Docket Text: Final Text  
Corporate Disclosure Statement by Burger King Corporation identifying Corporate Parent Fast Food, Inc, Other Affiliate Bobby Badboy for Burger King Corporation.. (Abogado, Juan)

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
N:\CMECF\Cascade menus intro.pdf pages 5

**WARNING:** Pressing the [Next] button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you **can abort** the CM/ECF filing or return to previous screens:

- It is highly recommended that you click on any hyperlink on the **Blue** CM/ECF menu bar if you need to abort the transmission. CM/ECF will reset to the beginning of the process.
- Another option is to click on the Web Browser **[Back]** button.

## 9) Notice of Electronic Filing

CM/ECF opens a new **Other Documents** window displaying a CM/ECF Notice of Electronic Filing (NEF).

The Notice of Electronic Filing provides confirmation that CM/ECF has registered your transaction and the pleading is now an official court document.

Select **[Print]** on the toolbar to print the document receipt.

**Note:** The **Notice of Electronic Filing** represents your receipt of filing. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a copy in your personal files.

**Other Documents**  
1:07-cv-21772-FAM Cowley

U.S. District Court  
Southern District of Florida

**Notice of Electronic Filing**

The following transaction was entered by Abogado, Juan on 4/2/2008 at 12:21 PM EDT and filed on 4/2/2008

Case Name: Cowley  
Case Number: 1:07-cv-21772  
Filer: Burger King Corporation  
Document Number: 15

Docket Text:  
Corporate Disclosure Statement by Burger King Corporation identifying Corporate Parent Fast Food, Inc, Other Affiliate Bobby Badboy for Burger King Corporation.. (Abogado, Juan)

1:07-cv-21772 Notice has been electronically mailed to:

1:07-cv-21772 Notice has not been delivered electronically to those listed below and will be provided by other means. For further assistance, please contact our Help Desk at 1-888-318-2260.:

Jacqueline Becerra  
1221 Brickell Ave  
Miami, FL 33131

Jay Levy  
9130 S. Dadeland Blvd  
Suite 1510 Two Dattran Center  
Miami, FL 33156

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: n/a  
Electronic document Stamp:  
[STAMP dcecfStamp\_ID=1105629215 [Date=4/2/2008] [FileNumber=9273-0] [5  
149e85d2fa0016deb09e7ebc133832215bd7804c1e853d036f0505a33e7608e734fcc5

These hyperlinks will take you to the PACER log-in page. Although individuals who receive the Notification of Electronic Filing via email are permitted one "free look" at the document to verify that it was properly docketed, subsequent retrieval of the document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

CM/ECF will electronically transmit the **Notice of Electronic Filing** to authorized CM/ECF users.

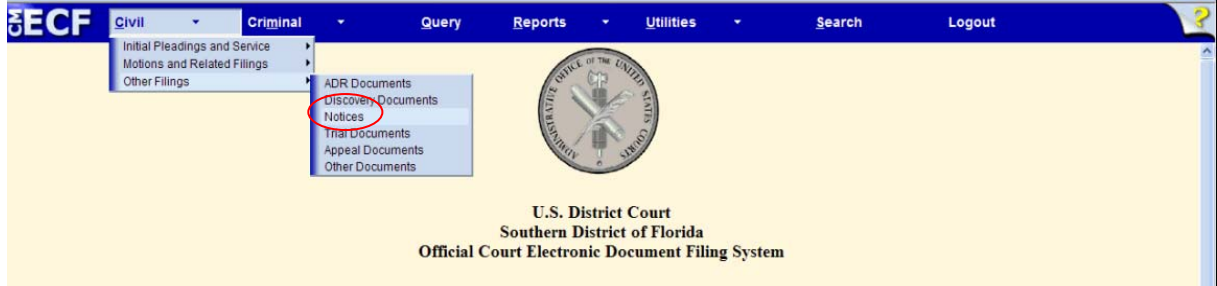
It also displays those individuals who will **not** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

**Note:** It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.



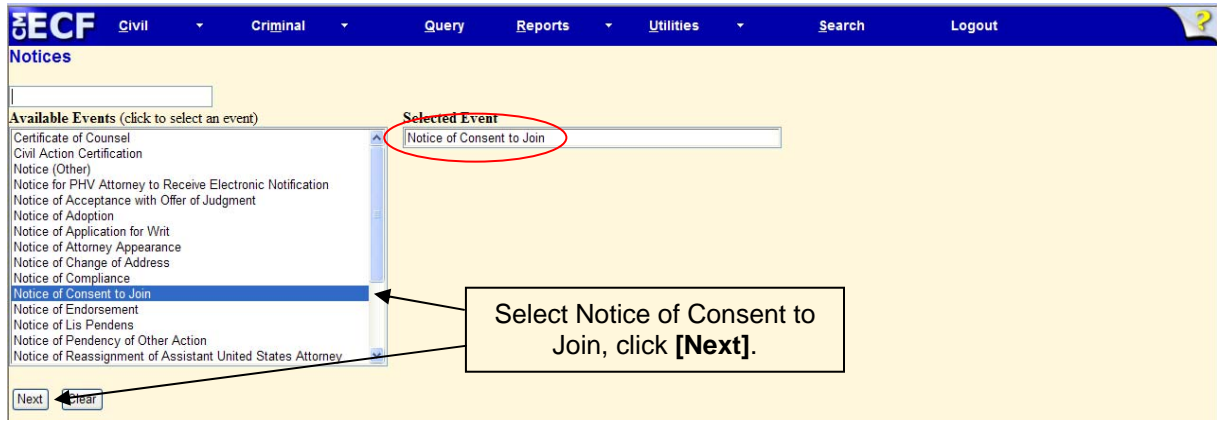
# Filing a Notice of Consent to Join

## 1) Select the type of document to file

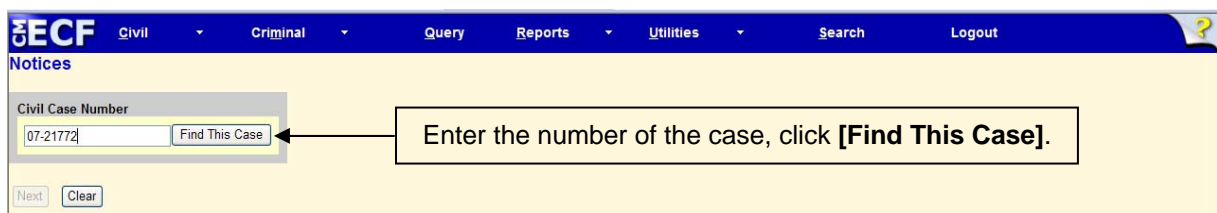


Select **Civil** from the *blue menu bar* at the top of the CM/ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing.

Click on **Notices**, under **Other Filings**.



## 2) Enter the case number in which the document is to be filed



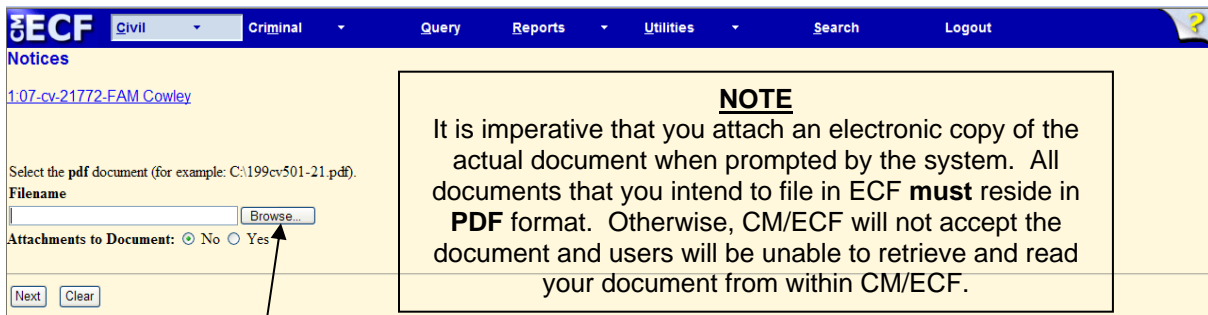
If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click **[Back]** to re-enter.



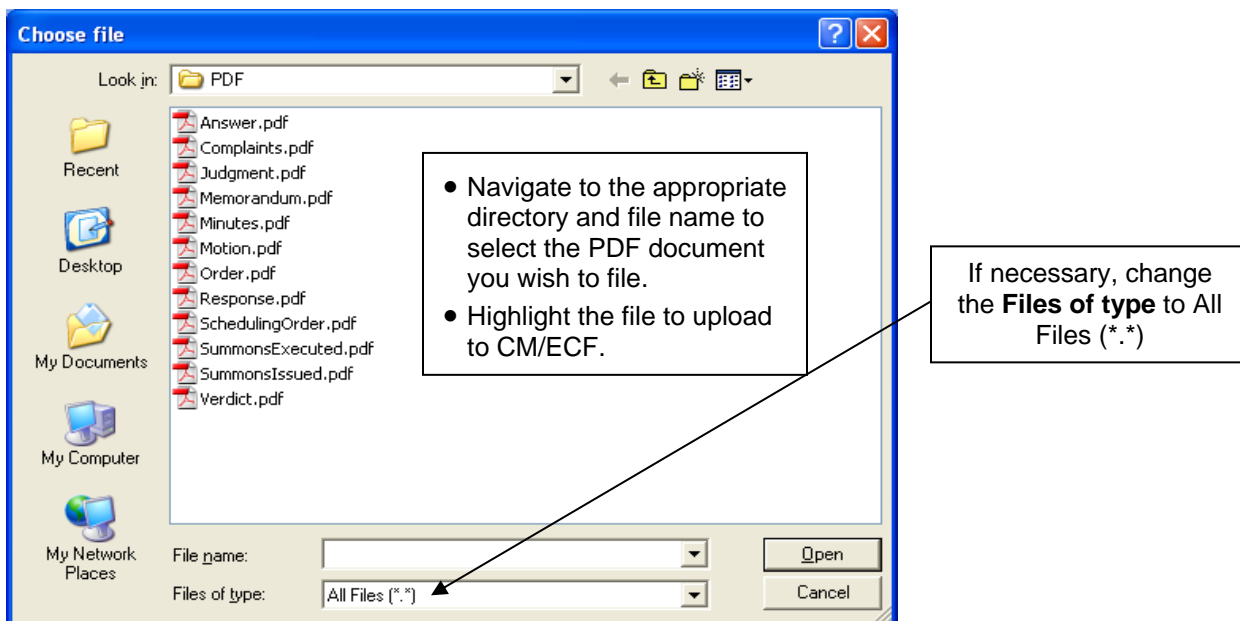


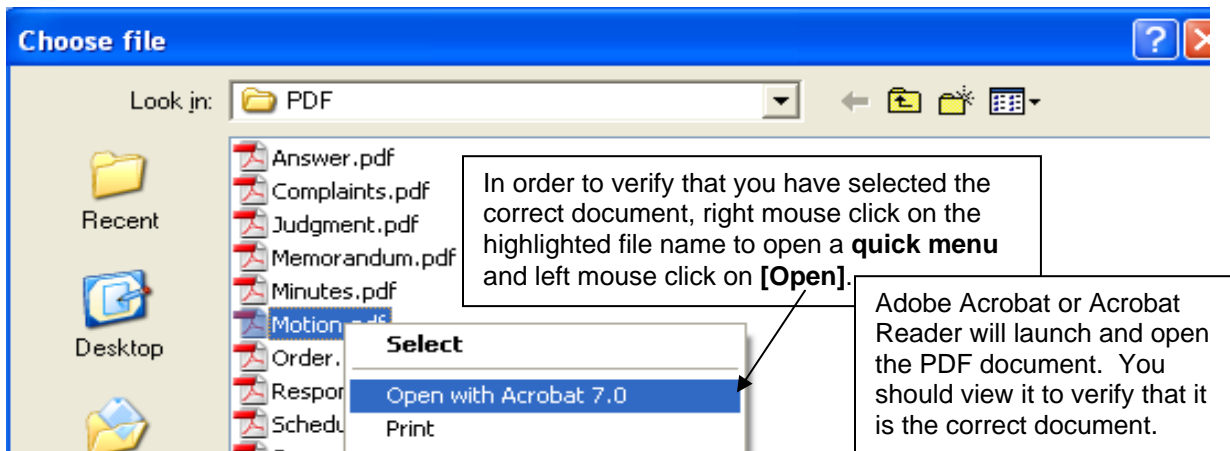
### 3) Specify the PDF file name and location for the document to be filed

CM/ECF displays the field for locating and entering the PDF file of the document you are submitting.

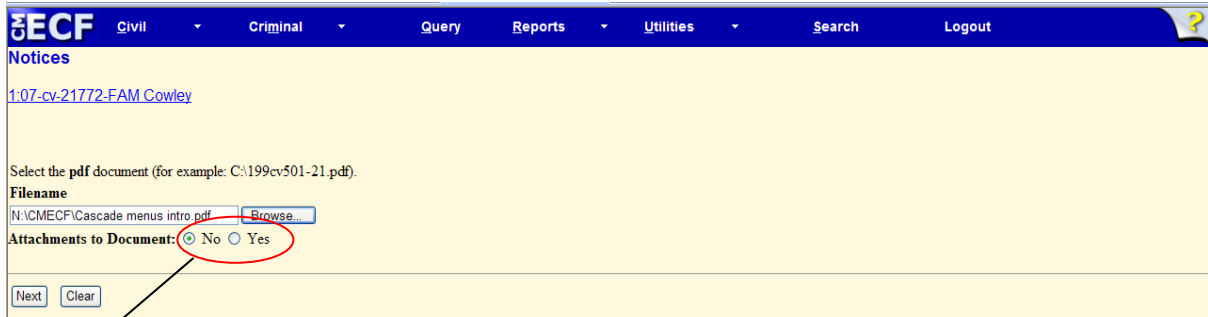


Click on the **[Browse...]** button. CM/ECF then opens the *Choose File* dialog box.





Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. CM/ECF closes the **Choose File** screen and inserts the PDF file name and location in the **Notices** screen.



- If there are no attachments, click **[Next]**. A new *Notices* window opens. *Proceed to Step 5, “Select the Filer,”* to continue with your filing.
- If you have attachments, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and *proceed to Step 4, “Add Attachments to Documents Being Filed.”*

In the event you selected and highlighted a file that is **not** in PDF format, CM/ECF will display the following error message after you click on the **[Next]** button.

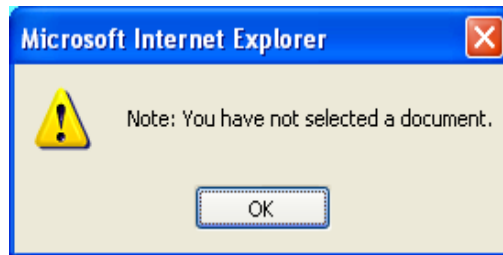


- CM/ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and CM/ECF will return to the **Notices** screen. Select and highlight the PDF file of your pleading and proceed as before.

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## Failure to Select a Document to File

If you fail to select a document to file with your pleading, CM/ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above, CM/ECF will return you to the **Notices** screen. You cannot proceed without attaching a PDF document.

#### 4) Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Notices** screen appears.

The screenshot shows the ECF Notices interface for case 1:07-cv-21772-FAM Cowley. The page title is "Notices" and the case name is "1:07-cv-21772-FAM Cowley". The instructions are: "Select one or more attachments. 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." There is a "Filename" input field with a "Browse..." button. Below it are "Category" and "Description" fields. At the bottom are "Add to List", "Remove from List", and "Next" buttons. A callout box points to the "Browse..." button with the text: "Click on [Browse...] to search for the document file name of the attachment."

- Next to the field for attachment **Type**, click on the arrow and CM/ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

This screenshot shows the same ECF Notices interface as the previous one, but with the "Type" dropdown menu open. The dropdown menu lists the following options: Affidavit, Appendix, Civil Cover Sheet, Errata, Exhibit, Supplement, and Text of Proposed Order. A callout box points to the dropdown menu with the text: "MANDATORY Type a clear and concise description of the attachment in the Description field (maximum of 80 characters)." Another callout box points to the "Add to List" button with the text: "Click on [Add to List] and CM/ECF adds the selected document as an attachment to the pleading. Repeat the sequence for each additional attachment."

#### Attachments and Exhibits

Refer to the Administrative Procedures for further information regarding attachments and exhibits that cannot be created and filed electronically.

**Note:** For moderate length paper attachments, consider dividing them into smaller attachments, scanning, and filing them electronically.

#### 5) Select the filer

The screenshot shows the ECF Notices interface for selecting the filer. The page title is "Notices" and the case name is "1:07-cv-21772-FAM Cowley". The instructions are: "Select the filer. Select the Party: OR Select a Group: Add/Create New Party: Burger King Corporation (Defendant) Cowley, Rhianna (Plaintiff)". There are radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". There are "Next" and "Clear" buttons. A callout box points to the "Burger King Corporation (Defendant)" option with the text: "Highlight the name of the party(s) for whom you are filing the Notice of Consent to Join. If you represent multiple defendants and/or plaintiffs, you may select multiple parties by holding down the control key (CTRL) while pointing and clicking on each party of the group."

**Note:** If your party does not appear, see the section of this manual titled **Add/Create New Party**.

Ensure that you associate yourself as counsel of record.

The first box must be checked to associate yourself as counsel of record.

You must also check the 'Notice' box.

Select the 'Lead' box if you are the Lead Attorney.

The screenshot shows the ECF Notices interface for case 1:07-cv-21772-FAM Cowley. It includes a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area contains instructions: 'The following attorney/party associations do not exist for the above case (s). Check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked.' Below this, there is a red warning: '\*\*\* The first box must be checked to associate yourself as counsel of record. To receive notices in this case you must be associated as counsel of record AND you must check the 'Notice' box. \*\*\*'. A table lists 'Raul G. Cowley (pty/pla) represented by Juan Abogado (aty)' with checkboxes for 'Lead' and 'Notice', both of which are checked. 'Next' and 'Clear' buttons are at the bottom.

## 6) Confirm

Click [Next].

The screenshot shows the ECF Notices interface for case 1:07-cv-21772-FAM Cowley. It includes a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area contains 'Next' and 'Clear' buttons. A callout box points to the 'Next' button with the text 'Click [Next].'

## 7) Submit the notice

- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the internet browser toolbar to find the screen you wish to alter.
- Click on the **[Next]** button to file and docket the notice

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

The screenshot shows the ECF Notices interface for case 1:07-cv-21772-FAM Cowley. It includes a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area shows 'Docket Text: Final Text' and 'NOTICE OF CONSENT TO JOIN as party plaintiff by Juan Abogado on behalf of Raul G. Cowley (Abogado, Juan)'. A red oval highlights a warning: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' Below the warning is the 'Source Document Path (for confirmation only): N:\CMECF\Cascade menus intro.pdf pages: 5'. 'Next' and 'Clear' buttons are at the bottom.

**Note:** The screen depicted on the above screen contains the following warning. **Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you **can abort** the CM/ECF filing or return to previous screens:

- It is highly recommended that you click on any hyperlink on the **Blue** CM/ECF menu bar if you need to abort the transmission. CM/ECF will reset to the beginning of the process.
- Another option is to click on the Web Browser **[Back]** button.

## 8) Notice of Electronic Filing

CM/ECF opens a new **Notices** window displaying a CM/ECF Notice of Electronic Filing (NEF).

The Notice of Electronic Filing provides confirmation that CM/ECF has registered your transaction and the pleading is now an official court document.

Select **[Print]** on the toolbar to print the document receipt.

**Note:** The **Notice of Electronic Filing** represents your receipt of filing. The Court strongly urges you to copy it to a file on your computer hard drive, print it, and retain a copy in your personal files.

The screenshot shows the CM/ECF interface with a blue header bar containing 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities' menus. The main content area is titled 'Notices' and displays a 'Notice of Electronic Filing' for case 1:07-cv-21772-FAM Cowley. The notice text includes: 'The following transaction was entered by Abogado, Juan on 4/2/2008 at 5:57 PM EDT and filed on 4/2/2008', 'Case Name: Cowley', 'Case Number: 1:07-cv-21772', 'Filer: Raul G. Cowley', and 'Document Number: 16'. Below this is the 'Docket Text' which reads 'NOTICE OF CONSENT TO JOIN as party plaintiff by Juan Abogado on behalf of Raul G. Cowley (Abogado, Juan)'. A section titled '1:07-cv-21772 Notice has been electronically mailed to:' lists 'Juan Abogado' with email 'foo\_Abogado@flsd.uscourts.gov'. A subsequent section states '1:07-cv-21772 Notice has not been delivered electronically to those listed below and will be provided by other means. For further assistance, please contact our Help Desk at 1-888-318-2260.' and lists contact information for Jacqueline Becerra and Jay Levy. At the bottom, it lists associated documents with a description 'Main Document', original filename 'n/a', and an electronic document stamp: 'I\$TAMP dcecfStamo ID=1105629215 fDate=4/2/2008 fFileNumber=9356-01 f3'. Callouts with arrows point to various elements: one points to the case number '1:07-cv-21772-FAM Cowley'; another points to the court name 'U.S. District Court Southern District of Florida'; a third points to the document number '16'; a fourth points to the 'Notice of Electronic Filing' title; and a fifth points to the 'Notice has not been delivered electronically' section.

These hyperlinks will take you to the PACER log-in page. Although individuals who receive the Notification of Electronic Filing via email are permitted one "free look" at the document to verify that it was properly docketed, subsequent retrieval of the document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

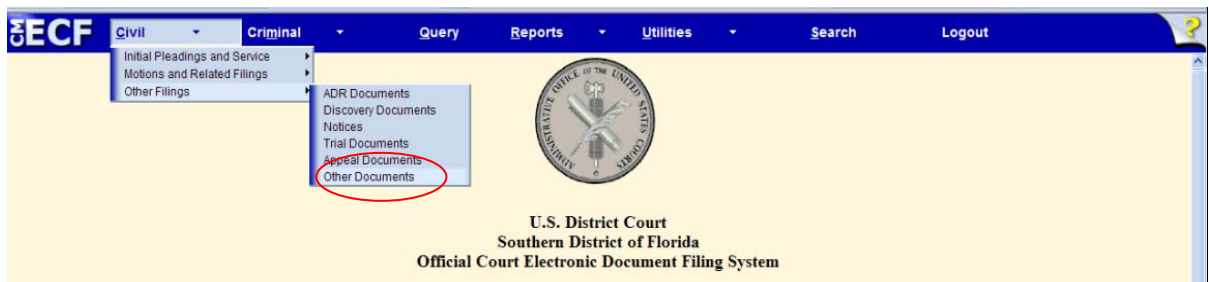
CM/ECF will electronically transmit the **Notice of Electronic Filing** to authorized CM/ECF users.

It also displays those individuals who will **not** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

**Note:** It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

# Filing an Affidavit

## 1) Select the type of document to file

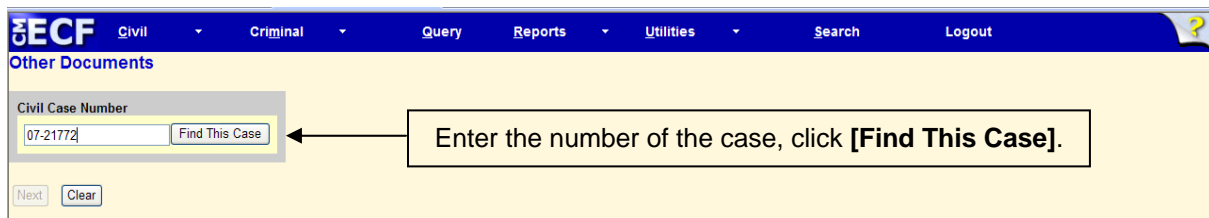


Select **Civil** from the *blue menu bar* at the top of the CM/ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing.

Click on **Other Documents**, under **Other Filings**.



## 2) Enter the case number in which the document is to be filed



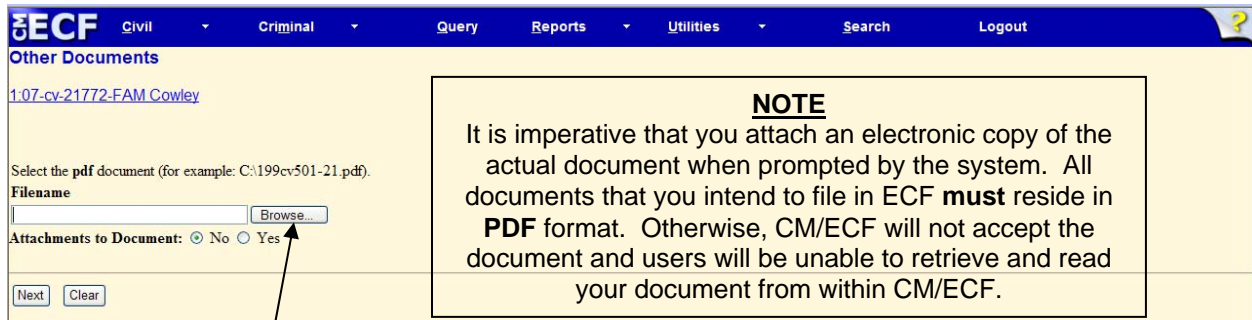
If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click **[Back]** to re-enter.



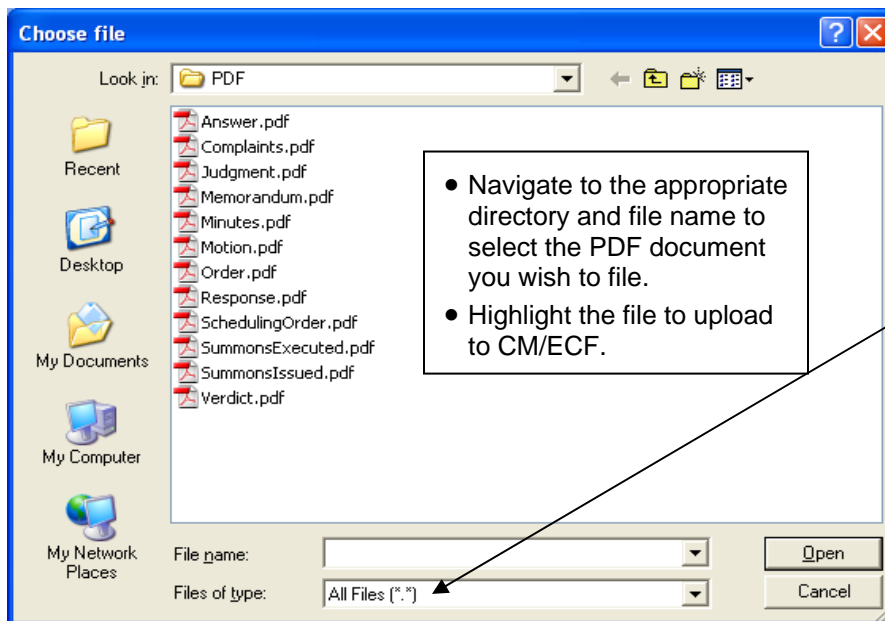


### 3) Specify the PDF file name and location for the document to be filed

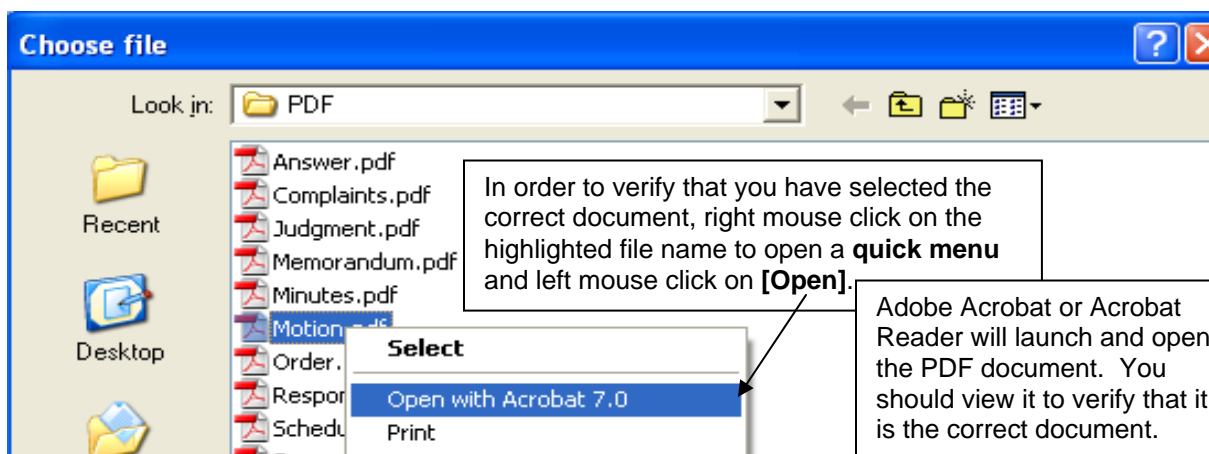
CM/ECF displays the field for locating and entering the PDF file of the document you are submitting.



Click on the **[Browse...]** button. CM/ECF then opens the *Choose File* dialog box.



If necessary, change the **Files of type** to All Files (\*.\*)



Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. CM/ECF closes the **Choose File** screen and inserts the PDF file name and location in the **Other Documents** screen.

#### 4) Select the filer

Other Documents  
1:07-cv-21772-FAM Cowley

Select the filer.

Select the Party:

Burger King Corporation [Defendant] Add/Create New Party  
Cowley, Raul G. [Plaintiff]

Next Clear

Highlight the name of the party(s) for whom you are filing the Affidavit. If you represent multiple defendants and/or plaintiffs, you may select multiple parties by holding down the control key (CTRL) while pointing and clicking on each party of the group.

**Note:** If your party does not appear, see the section of this manual titled **Add/Create New Party**.

#### 5) Type in the name of the affiant

Other Documents  
1:07-cv-21772-FAM Cowley

Affidavit signed by:

Next Clear

Type in the affiant's name, click **[Next]**.

#### 6) Indicate a link to another document (if applicable)

*If the affidavit is **not linked** to another document...*

Other Documents  
1:07-cv-21772-FAM Cowley

Should the document you are filing link to another document in this case?

Filed  to

Documents  to

Next Clear

Click **[Next]** and proceed to Step 7.

*If the affidavit is **linked** to another document...*

Other Documents  
1:07-cv-21772-FAM Cowley

Should the document you are filing link to another document in this case?

Filed  to

Documents  to

Next Clear

Check the box, click **[Next]**.

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents  
1:07-cv-21772-FAM Cowley

Select the appropriate event(s) to which your event relates:

- 07/10/2007 1 COMPLAINT against Burger King Corporation Filing fee \$ 350, filed by Raul G. Cowley. (nm) (Entered: 09/12/2007)
- 07/10/2007 2 Summons Issued as to Burger King Corporation. (nm) (Entered: 09/12/2007)
- 08/16/2007 3 SUMMONS Returned Executed by Raul G. Cowley. Burger King Corporation served on 8/9/2007, answer due 8/29/2007. (nm) (Entered: 09/12/2007)
- 08/31/2007 4 NOTICE of Attorney Appearance by Jacqueline Becerra on behalf of Burger King Corporation (nm) (Entered: 09/12/2007)
- 09/11/2007 5 SCHEDULING ORDER AND ORDER REFERRING CASE to Mediation: 15 days to appoint mediator, Trial set for 1/7/2008; Calendar Call set for 1/2/2008 2:00 PM signed by Judge Federico A. Moreno on 9/11/2007. (nm) (Entered: 09/12/2007)
- 02/07/2008 6 MOTION for Extension of Time to Mediate by Burger King Corporation. (md)
- 02/07/2008 7 MOTION to Withdraw as Attorney by Raul G. Cowley. Responses due by 2/25/2008 (md) (Terminated)
- 02/07/2008 8 ORDER granting Motion to Withdraw as Attorney. Attorney Marita DiazAty terminated (md)
- 02/08/2008 Attorney Marita DiazAty terminated. Trial by Ana (md)
- 02/08/2008 9 Minute Entry for proceedings held before Judge Judge Federico A. Moreno: Calendar Call held on 2/8/2008. (Tape #pop.) (md)
- 03/19/2008 10 Sealed Document. (sk)
- 03/19/2008 11 Sealed Document. (sk)
- 03/19/2008 12 ORDER re 11 Sealed Document. Signed by Chief Judge Federico A. Moreno on 3/19/2008. (sk)
- 04/01/2008 13 Corporate Disclosure Statement by Burger King Corporation identifying Other Affiliate Bobby Badboy for Burger King Corporation. (sk)
- 04/01/2008 14 MEMORANDUM in Support re 6 MOTION for Extension of Time to Mediate filed by Raul G. Cowley. (Abogado, Juan)
- 04/02/2008 15 Corporate Disclosure Statement by Burger King Corporation identifying Corporate Parent Fast Food, Inc., Other Affiliate Bobby Badboy for Burger King Corporation. (Abogado, Juan)

Check the box to the left of the corresponding docket entry, click [Next].

## 7) Modify docket text

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents  
1:07-cv-21772-FAM Cowley

Docket Text: Modify as Appropriate.

AFFIDAVIT signed by : Truth Tell. re [1] Complaint by Raul G. Cowley. (Abogado, Juan)

Next Clear

Click [Next].

Type additional text for the description of the affidavit (maximum of 255 characters).

## 8) Submit the Affidavit

- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the [Back] button on the internet browser toolbar to find the screen you wish to alter.
- Click on the [Next] button to file the Affidavit.

ECF Civil Criminal Query Reports Utilities Search Logout

Other Documents  
1:07-cv-21772-FAM Cowley

Docket Text: Final Text

AFFIDAVIT signed by : Truth Tell. re [1] Complaint by Raul G. Cowley. (Abogado, Juan)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
N:\CMECF\Cascade menus intro.pdf pages: 5

Next Clear

**Note:** The screen depicted on the previous page contains the following warning.  
**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you **can abort** the CM/ECF filing or return to previous screens:

- It is highly recommended that you click on any hyperlink on the **Blue** CM/ECF menu bar if you need to abort the transmission. CM/ECF will reset to the beginning of the process.
- Another option is to click on the Web Browser **[Back]** button.

### 9) Notice of Electronic Filing

CM/ECF opens a new **Other Documents** window displaying a CM/ECF Notice of Electronic Filing (NEF).

The Notice of Electronic Filing provides confirmation that CM/ECF has registered your transaction and the pleading is now an official court document.

Select **[Print]** on the toolbar to print the document receipt.

**Note:** The **Notice of Electronic Filing** represents your receipt of filing. The Court strongly urges you to copy it to a file on your computer hard drive, print it, and retain a copy in your personal files.

The screenshot shows the CM/ECF interface with the following elements and annotations:

- Navigation Menu:** Other Documents, 1:07-cv-21772-FAM Cowley, U.S. District Court Southern District of Florida.
- Case Information:** Case Name: Cowley, Case Number: 1:07-cv-21772, Filer: Raul G. Cowley, Document Number: 17.
- Docket Text:** AFFIDAVIT signed by : Truth Tell. re [1] Complaint by Raul G. Cowley. (Abogado, Juan)
- Recipients:**
  - 1:07-cv-21772 Notice has been electronically mailed to: Juan Abogado for Abogado@bsd.uscourts.gov
  - 1:07-cv-21772 Notice has not been delivered electronically to those listed below and will be provided by other means. For further assistance, please contact our Help Desk at 1-888-318-2260.:
  - Jacqueline Becerra, 1221 Brickell Ave, Miami, FL 33131
  - Jay Levy, 9130 S. Dadeland Blvd, Suite 1510 Two Datan Center, Miami, FL 33156

Annotations in the image include:

- An arrow pointing to the **Print** button in the toolbar.
- An arrow pointing to the case number **1:07-cv-21772**.
- An arrow pointing to the filer's name **Raul G. Cowley**.
- An arrow pointing to the docket text **AFFIDAVIT signed by : Truth Tell. re [1] Complaint by Raul G. Cowley. (Abogado, Juan)**.
- An arrow pointing to the recipient list, specifically to the email address **Abogado@bsd.uscourts.gov**.

These hyperlinks will take you to the PACER log-in page. Although individuals who receive the Notification of Electronic Filing via email are permitted one "free look" at the document to verify that it was properly docketed, subsequent retrieval of the document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

CM/ECF will electronically transmit the **Notice of Electronic Filing** to authorized CM/ECF users.

It also displays those individuals who will **not** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

**Note:** It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.



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# CRIMINAL EVENTS



# Criminal Events Feature

## Filing Documents for Criminal Cases

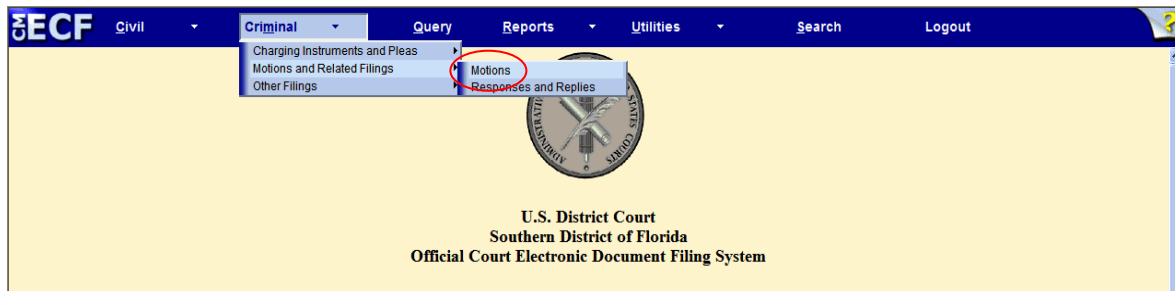
There are eleven basic steps involved in filing a criminal document:

- 1) Select the type of document to file (see Attorney Event Menu).
- 2) Enter the case number in which the document is to be filed.
- 3) Designate the defendant to whom the filing relates.
- 4) Verify that the case number and caption are correct.
- 5) Select the filer(s).
- 6) Select the relief the motion is requesting.
- 7) Specify the PDF file name and location for the document to be filed.
- 8) Add attachments, if any, to the document being filed.
- 9) Modify docket text as necessary.
- 10) Submit the pleading to CM/ECF.
- 11) Receive notification of electronic filing.

After successfully logging into CM/ECF, follow these steps to file a pleading.



### 1) Select the type of document to file

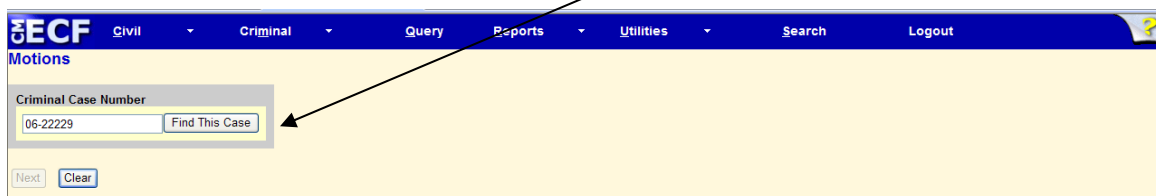


Select **Criminal** from the *blue menu bar* at the top of the CM/ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in CM/ECF. The process is similar for filing other pleadings in CM/ECF.

Click on **Motions**, under **Motions and Related Filings**

### 2) Enter the case number in which the document is to be filed

A new screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click **[Find This Case]**.



**Note:** If the case number you are working on is 1:05cr20001, you could enter the

case number in any of the following formats:

**05-20001**  
**05cr20001**  
**1:05-cr-20001**  
**1-05-cr-20001**  
**1:05cr20001**

- If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click **[Back]** to re-enter.
- When the case number is correct, click **[Next]**

### 3) Designate the defendant(s) to whom the filing relates

The screenshot shows the ECF Motions page. The 'Criminal Case Number' field contains '1:06-cr-22229-1'. Below it, a list of cases is shown with checkboxes: '1:06-cr-22229-MGC USA v. Smith et al' (unchecked), '1:06-cr-22229-MGC-1 John Smith' (checked), and '1:06-cr-22229-MGC-2 Samuel Garcia' (unchecked). An arrow points from the 'Next' button to the checked box.

Select the box next to the appropriate defendant's name that this filing relates to. When finished selecting defendants click **[Next]**.

### 4) Verify the case number and caption

The screenshot shows the ECF Motions page. The case number '1:06-cr-22229-MGC USA v. Smith et al' is circled in red. Below it, the 'Select the Party' dropdown menu is open, showing 'USA [Plaintiff]', 'Smith, John (1) [Defendant]', and 'Garcia, Samuel (2) [Defendant]'. An arrow points from the 'Next' button to the circled case number.

### 5) Select the filer(s)

The screenshot shows the ECF Motions page. The case number '1:06-cr-22229-MGC USA v. Smith et al' is visible. Below it, the 'Select the Party' dropdown menu is open, and 'Smith, John (1) [Defendant]' is highlighted. A text box with an arrow points to the highlighted name, containing the text: 'Highlight the name of the party(s) filing the motion. Click **[Next]**.'

Ensure that you associate yourself as counsel of record.



The first box must be checked to associate yourself as counsel of record.

You must also check the 'Notice' box.

Select the 'Lead' box if you are the Lead Attorney.

ECF Civil Criminal Query Reports Utilities Search Logout

Motions  
1:06-cr-22229-MGC USA v. Smith et al

The following attorney/party associations do not exist for the above case (s). Check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

\*\*\* The first box must be checked to associate yourself as counsel of record. To receive notices in this case you must be associated as counsel of record AND you must check the 'Notice' box. \*\*\*

John Smith (pty:dft) represented by Juan Abogado (aty)  Lead  Notice

Next Clear

## 6) Select the relief the motion is requesting

Search of event... OR

Start typing to find an event.

Available Events (click to select events)

- Acquittal
- Adopt/Join
- Alter Judgment
- Amend/Correct
- Appeal In Forma Pauperis
- Appear
- Appoint Counsel
- Appoint Expert
- Attorney Fees
- Bifurcate
- Bill of Costs
- Bill of Particulars
- Bond
- Bond Disbursement of Funds
- Brady Materials

Selected Events (click to remove events)

Scroll Event pick list

ECF Civil Criminal Query Reports Utilities Search Logout

Motions  
1:06-cr-22229-MGC USA v. Smith et al

Next Clear

Click on the desired event to select it from the list. The search will begin with the first letter typed. Therefore, the search function does not accommodate the use of wildcard characters. Continue with the event selection until all necessary events have been added to the Selected Events box. If an incorrect event is selected, click on the event within the list on the right to remove it.

Start typing to find another event.

Available Events (click to select events)

- Appear
- Appoint Counsel
- Appoint Expert
- Attorney Fees
- Bifurcate
- Bill of Costs
- Bill of Particulars
- Bond
- Bond Disbursement of Funds
- Brady Materials
- Bring Electronic Equipment
- Certificate of Appealability
- Change Venue
- Clarification
- Compel

Selected Events (click to remove events)

Compel

For demonstration purposes, highlight **Compel** and click **[Next]**.

ECF Civil Criminal Query Reports Utilities Search Logout

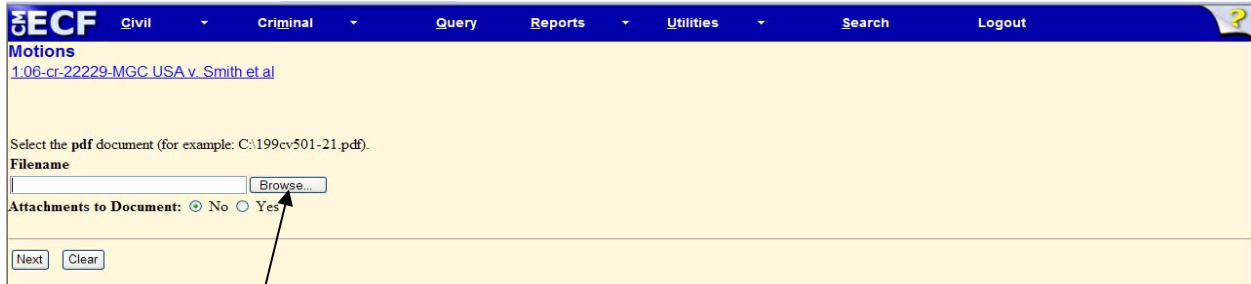
Motions  
1:06-cr-22229-MGC USA v. Smith et al

Next Clear

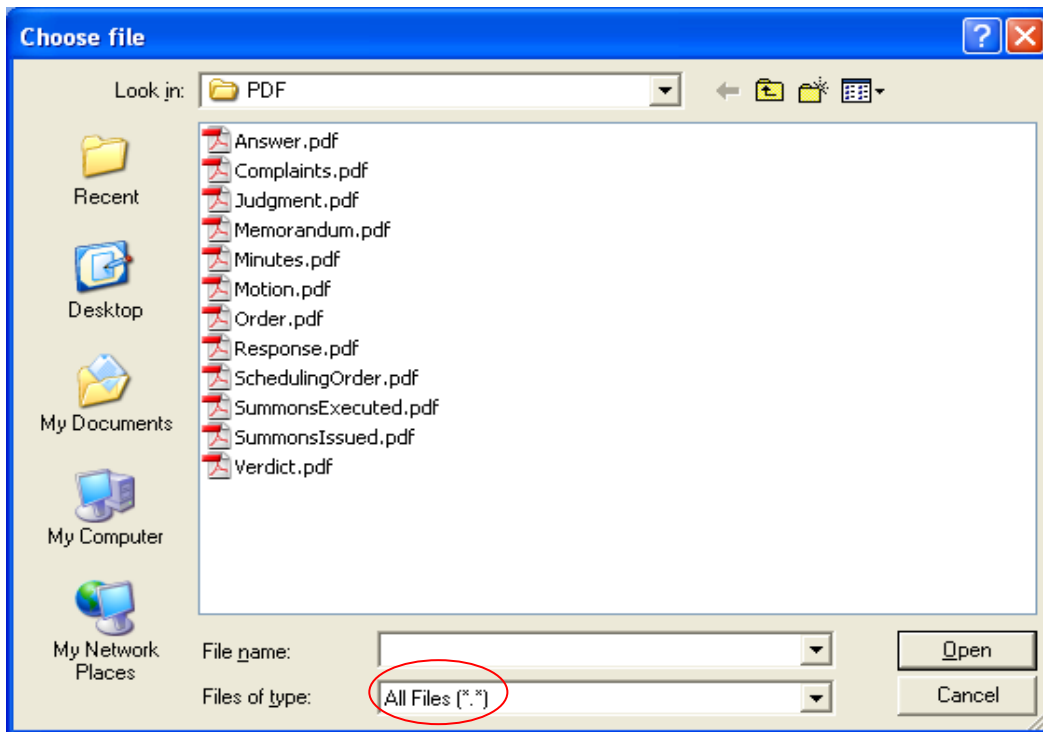
## 7) Specify the PDF file name and location for the document to be filed

CM/ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. CM/ECF displays a field for locating and entering the PDF file of the document you are filing in CM/ECF.

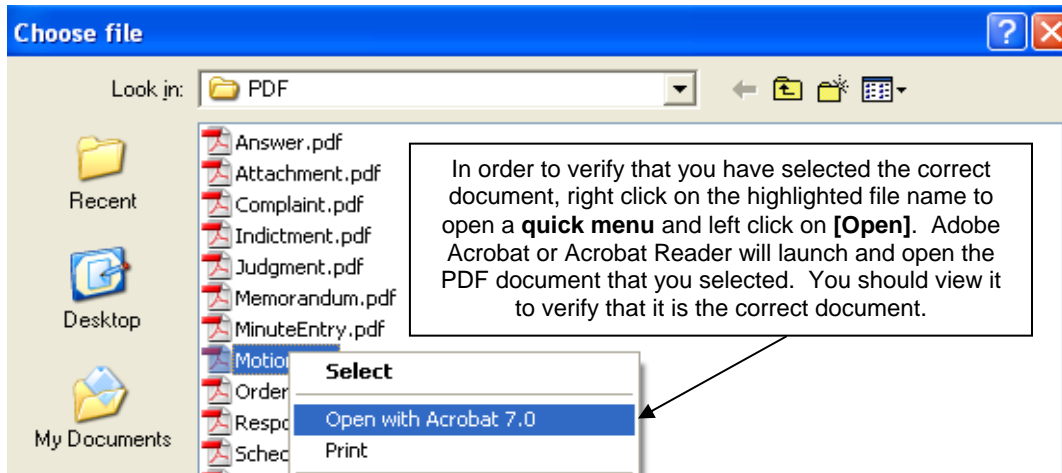
**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **must** reside in **PDF** format. Otherwise, CM/ECF will not accept the document and users will be unable to retrieve and read your document from within CM/ECF.



Click on the **Browse...** button. CM/ECF then opens the *Choose File* dialog box.



- If necessary, change the **Files of type** to All Files (\*.\*)
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to CM/ECF

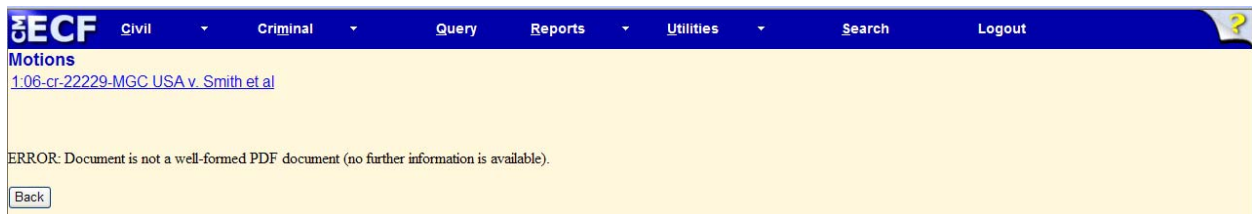


Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the Choose file window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



- If there are *no attachments* to the motion, click on **[Next]**. A new *Motions* window opens. *Proceed to Step 9, “Modify Docket Text,”* to continue with your filing.
- If you *have Attachments* to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and *proceed to Step 8, “Add Attachments to Documents Being Filed.”*

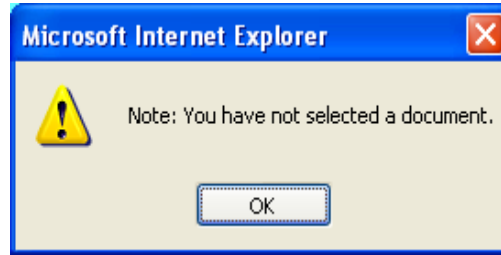
In the event you selected and highlighted a file that is **not** in PDF format, CM/ECF will display the following error message after you click on the **[Next]** button.



- CM/ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and CM/ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

## Failure to Select a Document to File

If you fail to select a document to file with your pleading, CM/ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above, CM/ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

## 8) Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

- Next to the field for attachment **Type**, click on the arrow and CM/ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

## Attachments and Exhibits

Refer to the Administrative Procedures for further information regarding attachments and exhibits that cannot be created and filed electronically.

**Note:** For moderate length paper attachments, consider dividing them into smaller attachments, scanning, and filing them electronically.

### 9) Modify docket text

Click on the drop-down arrow to open a modifier list. Select a modifier, if appropriate.

Type additional text for the description of the pleading (maximum of 255 characters).

Even though it is listed as a possible selection, **NEVER** select Emergency. All Emergency motions have to be filed conventionally.

### 10) Submit the pleading

- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the Netscape toolbar to find the screen you wish to alter.
- Click on the **[Next]** button to file and docket the pleading.

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
N:\CMECF\Ideal chambers manual CM-ECF-v3-1-Update.pdf pages: 20

**Note:** The screen depicted on the previous page contains the following warning.  
**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you **can abort** the CM/ECF filing or return to previous screens:

- It is highly recommended that you click on any hyperlink on the **Blue** CM/ECF menu bar if you need to abort the transmission. CM/ECF will reset to the beginning of the process.
- Another option is to click on the Web Browser **[Back]** button.

## 11) Notice of Electronic Filing

CM/ECF opens a new **Motions** window displaying a CM/ECF Notice of Electronic Filing (NEF).

The Notice of Electronic Filing provides confirmation that CM/ECF has registered your transaction and the pleading is now an official court document.

Select **[Print]** on the toolbar to print the document receipt.

**Note:** The **Notice of Electronic Filing** represents your receipt of filing. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

**Note:** These hyperlinks will take you to the PACER log-in page. Although individuals who receive the Notification of Electronic Filing via email are permitted one “free look” at the document to verify that it was properly docketed, subsequent retrieval of the document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

CM/ECF will electronically transmit the **Notice of Electronic Filing** to authorized CM/ECF users.

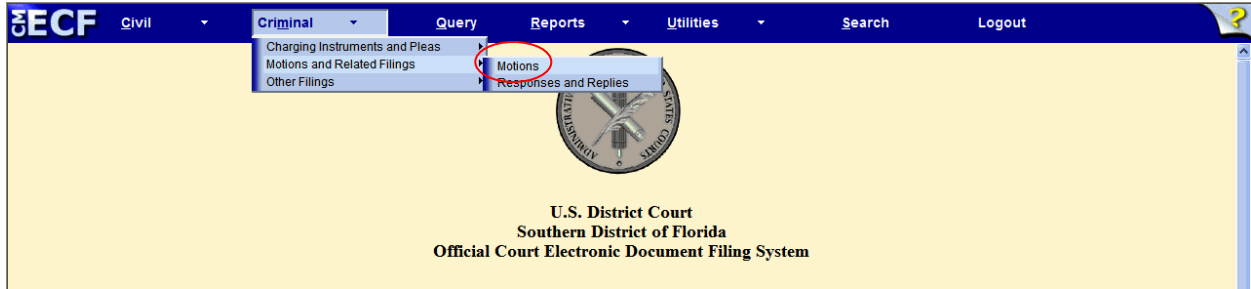
It also displays those individuals who will **not** be electronically notified of the filing. It is the filer’s responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

**Note:** It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

## Motion to Adopt/Join (Combined)

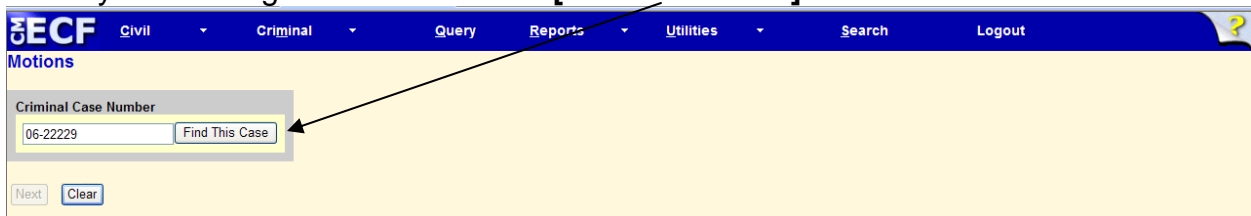


## 1) Select *Motions* from the *Motions and Related Filings* menu



## 2) Enter the case number in which the document is to be filed

A new screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click **[Find This Case]**.



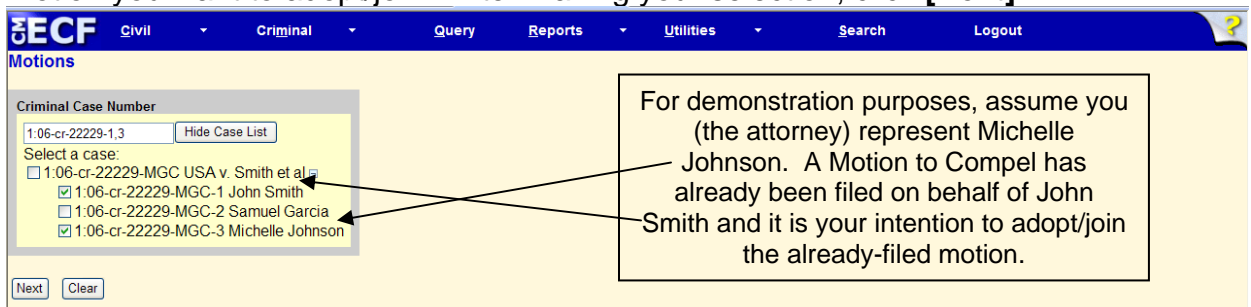
**Note:** If the case number you are working on is 1:05cr20001, you could enter the case number in any of the following formats:

**05-20001**  
**05cr20001**  
**1:05-cr-20001**  
**1-05-cr-20001**  
**1:05cr20001**

- If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click **[Back]** to re-enter.
- When the case number is correct, click **[Next]**

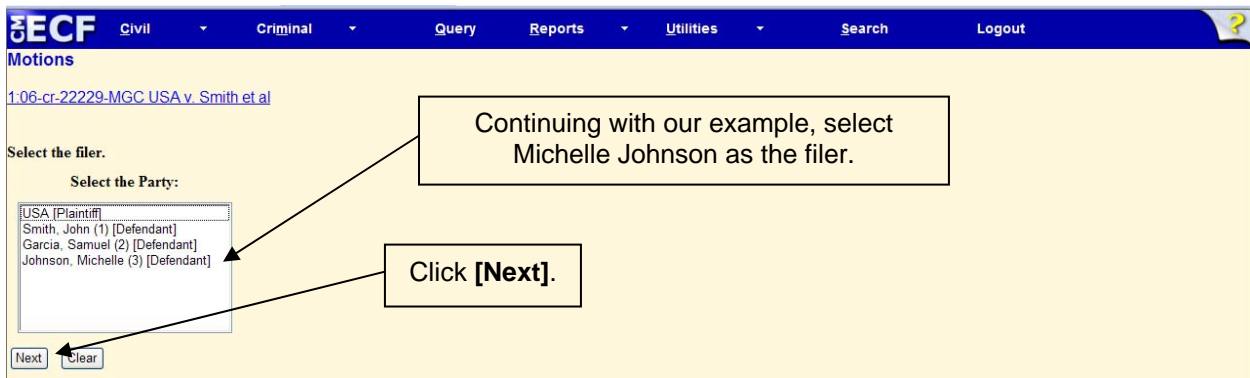
## 3) Select the appropriate defendants

Select the defendant(s) that you are representing and also the defendant that has the motion you want to adopt/join. After making your selection, click **[Next]**.

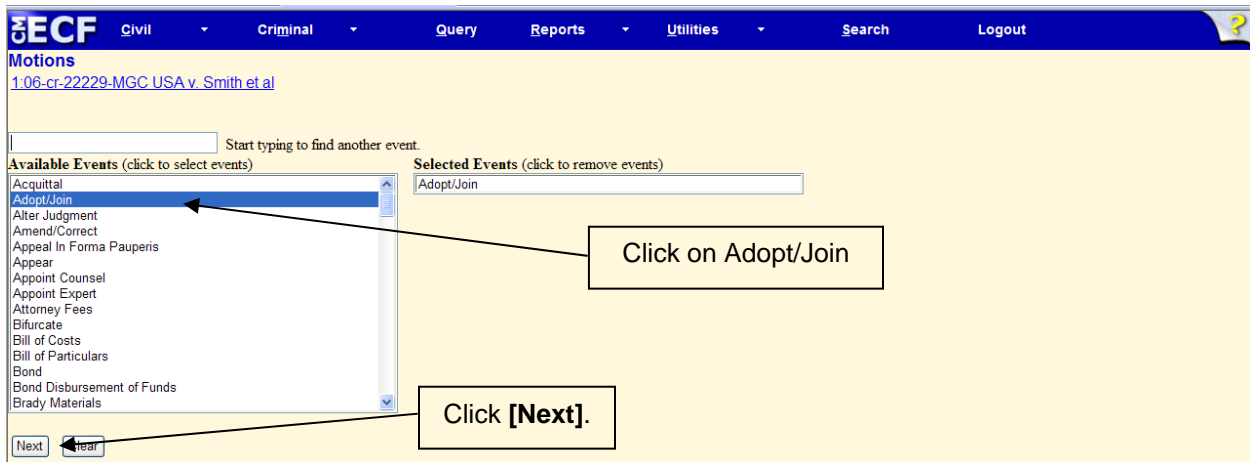


## 4) Select the filer





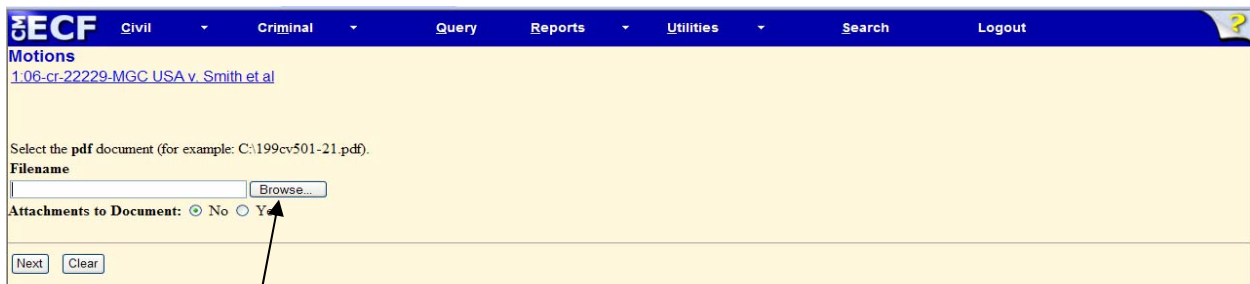
## 5) Select Adopt/Join

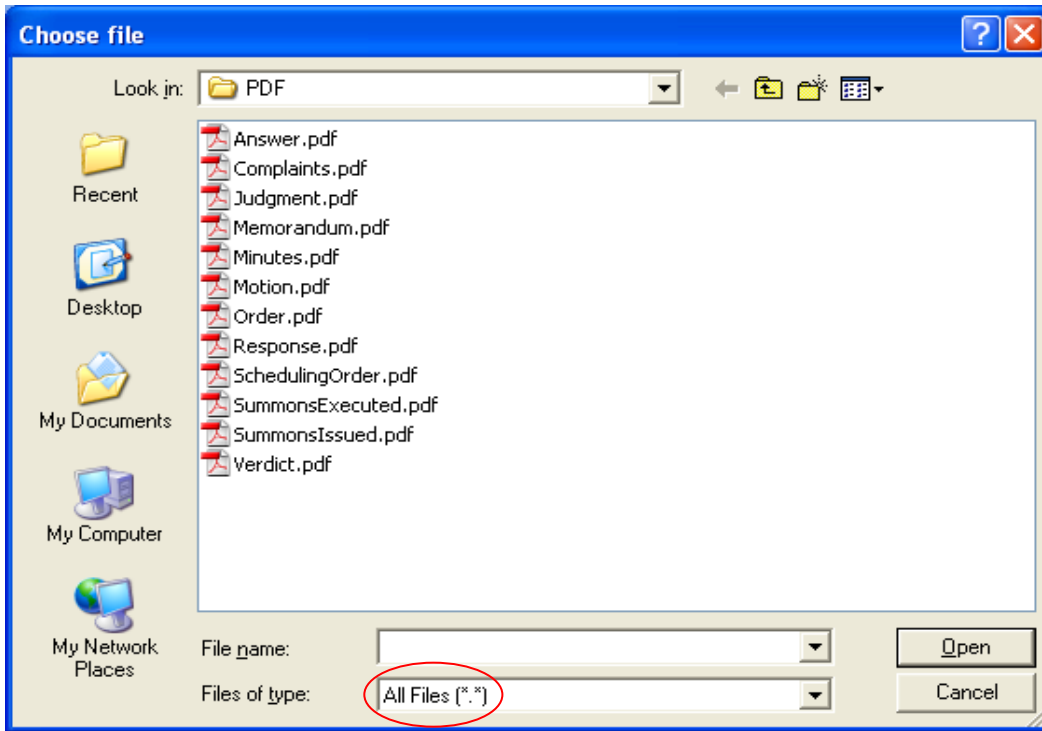


## 6) Specify the PDF file name and location for the document to be filed

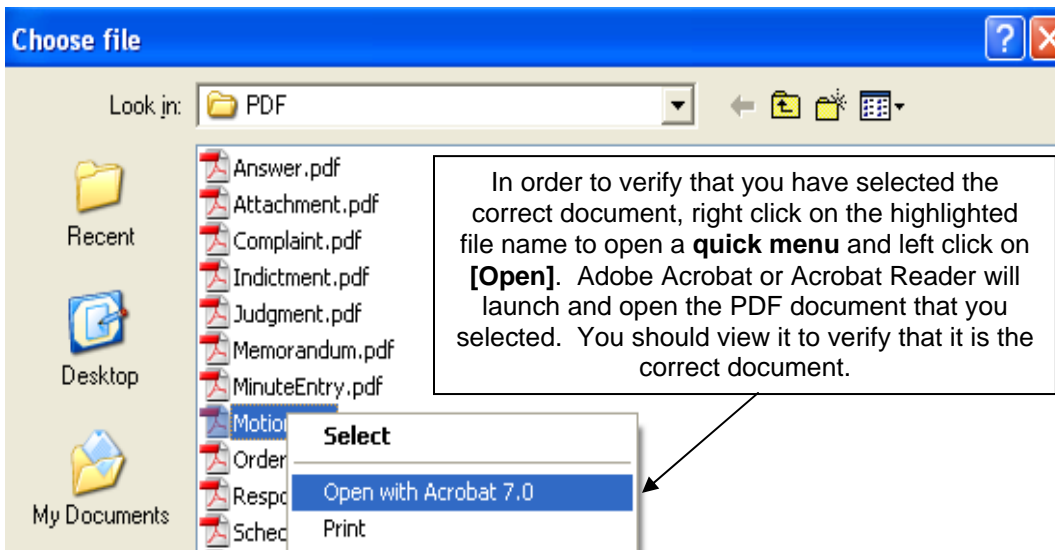
CM/ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. CM/ECF displays a field for locating and entering the PDF file of the document you are filing in CM/ECF.

**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **must** reside in **PDF** format. Otherwise, CM/ECF will not accept the document and users will be unable to retrieve and read your document from within CM/ECF.





- If necessary, change the **Files of type** to All Files (\*.\*)
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to CM/ECF



Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the Choose file window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



- If there are *no attachments* to the motion, click on **[Next]**. A new *Motions* window opens. Proceed to Step 8, “**Select the Related Document,**” to continue with your filing.
- If you *have Attachments* to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to Step 7, “**Add Attachments to Documents Being Filed.**”

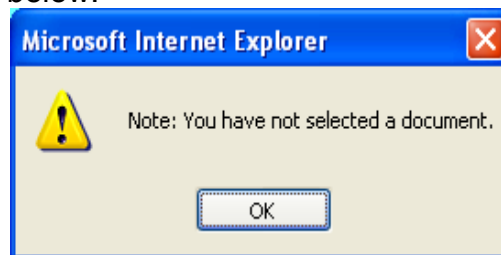
In the event you selected and highlighted a file that is *not* in PDF format, CM/ECF will display the following error message after you click on the **[Next]** button.



- CM/ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and CM/ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

### Failure to Select a Document to File

If you fail to select a document to file with your pleading, CM/ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above, CM/ECF will return you to the Motions screen. You cannot proceed without attaching a PDF document.

## 7) Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

The screenshot shows the ECF Motions screen for case 1:06-cr-22229-MGC USA v. Smith et al. The page has a blue header with navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is yellow and contains the following instructions and form fields:

**Motions**  
1:06-cr-22229-MGC USA v. Smith et al

Select one or more attachments.  
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).  
**Filename**

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.  
**Category**  **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Click on **[Browse...]** to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and CM/ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

This screenshot is identical to the previous one but includes annotations. A box labeled "MANDATORY" points to the Description field with the text: "Type a clear and concise description of the attachment in the Description field (maximum of 80 characters)." Another box labeled "Select the appropriate Category" points to the Category dropdown menu.

A close-up of the Category dropdown menu showing the following options:

- Affidavit
- Appendix
- Civil Cover Sheet
- Errata
- Exhibit
- Supplement
- Text of Proposed Order

Click on **[Add to List]** and CM/ECF adds the selected document as an attachment to the pleading.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

### Attachments and Exhibits

Refer to the Administrative Procedures for further information regarding attachments and exhibits that cannot be created and filed electronically.

**Note:** For moderate length paper attachments, consider dividing them into smaller attachments, scanning, and filing them electronically.

## 8) Select the Related Document

The screenshot displays the CM/ECF web interface for case 1:06-cr-22229-MGC USA v. Smith et al. The page title is "Motions" and the URL is "1:06-cr-22229-MGC USA v. Smith et al". Below the title, there is a section "Select document to which this relates" with the instruction "Select the appropriate event(s) to which your event relates:". A list of court events follows, each with a checkbox and a number. The events are:

- 11/01/2006 1 INDICTMENT as to John Smith (1) counts 1, 2, Samuel Garcia (2) counts 1, 2. (nm) (Entered: 05/09/2007)
- 11/01/2006 2 Arrest Warrant Issued by Duty Magistrate Judge in case as to John Smith. Bond Amount \$: PTD. (nm) (Entered: 05/09/2007)
- 11/05/2006 Arrest of John Smith (nm) (Entered: 05/09/2007)
- 11/05/2006 4 Report Commencing Criminal Action as to John Smith - DOB: \*\*\*/\*\*/xxxx Prisoner #: 12345-004 (nm) (Entered: 05/09/2007)
- 11/05/2006 6 Order on Initial Appearance as to John Smith for proceeding held on 11/5/2006 Attorney William Barzee for John Smith added for the defendant. Tape #123 . Signed by Magistrate Judge on 11/5/06. (nm) (Entered: 05/09/2007)
- 11/06/2006 7 ORDER as to John Smith: Telephone Conference set for 11/9/2006 10:00 AM before Judge Marcia G. Cooke. Signed by Judge Marcia G. Cooke on 11/6/06. (nm) (Entered: 05/09/2007)
- 11/07/2006 9 ARRAIGNMENT INFORMATION SHEET as to John Smith (1) Counts 1,2 and Samuel Garcia (2) Counts 1,2. Arraignment held on 11/7/2006 before Duty Magistrate Judge. NOT GUILTY PLEA ENTERED as to all counts. Tape #789 (nm) (Entered: 05/09/2007)
- 11/08/2006 10 SCHEDULING ORDER as to John Smith, Samuel Garcia Calendar Call set for 12/13/2006 1:30 PM; Jury Trial set for 12/18/2006 09:00 AM before Judge Marcia G. Cooke. Signed by Judge Marcia G. Cooke on 11/8/06. (nm) (Entered: 05/09/2007)
- 12/18/2006 15 Minute Entry for proceedings held before Judge Marcia G. Cooke Jury Trial begun on 12/18/2006 John Smith (1) on Count 1,2 (Court Reporter TYU.) (mf) (Entered: 05/15/2007)
- 12/19/2006 16 Minute Entry for proceedings held before Judge Marcia G. Cooke Jury Trial as to John Smith held on 12/19/2006 Witness Agent testified (Court Reporter YUT.) (mf) (Entered: 05/15/2007)
- 12/20/2006 17 Minute Entry for proceedings held before Judge Marcia G. Cooke Jury Trial as to John Smith held on 12/20/2006 Witness Agent testified (Court Reporter WER.) (mf) (Entered: 05/15/2007)
- 12/20/2006 18 JURY VERDICT as to John Smith (1) Guilty on Count 1,2 (mf) (Entered: 05/15/2007)
- 08/22/2007 22 Order on Initial Appearance as to John Smith for proceeding held on 8/22/2007 Court Reporter: Cathy Webster . Signed by Judge Marcia G. Cooke on 8/22/2007. (Attachments: # 1 Supplement Minutes) (mf)
- 10/09/2007 23 MOTION for Extension of Time to File by John Smith. Responses due by 10/19/2007 (Feldman, Marsha) (Terminated)
- 10/09/2007 24 ORDER REFERRING MOTION to Magistrate Judge Judge Hopkins as to John Smith 23 MOTION for Extension of Time to File filed by John Smith. Signed by Judge Marcia G. Cooke on 10/9/2007. (Feldman, Marsha)
- 10/16/2007 26 MOTION to Appoint Counsel by John Smith as to John Smith, Samuel Garcia. Responses due by 10/29/2007 (mf)
- 10/16/2007 27 ORDER denying 23 Motion for Extension of Time to File as to John Smith (1). Signed by : Marcia G. Cooke on 10/16/2007. (mf)
- 10/16/2007 28 ORDER REFERRING MOTION to Magistrate Judge Lurana S. Snow as to John Smith, Samuel Garcia 26 MOTION to Appoint Counsel filed by John Smith. Signed by Magistrate Judge Linnea R. Johnson on 10/16/2007. (mf)
- 03/13/2008 29 INDICTMENT as to Samuel Garcia (2) count(s) 1s. (mf)
- 03/26/2008 31 FOURTH SUPERSEDING INDICTMENT as to John Smith (1) count(s) 1s, 2s, 3s, 4s, Samuel Garcia (2) count(s) 1sss, 2sss, 3sss, 4sss, Michelle Johnson (3) count(s) 2, 3, 4. (nt)
- 03/26/2008 32 MOTION to Compel production of documents by John Smith. Responses due by 4/14/2008 (nt)

A callout box with a black border and white background points to the checkbox for event 32. The text inside the box reads: "Check the box to the left of the docket entry, click [Next]."

## 9) Confirm

ECF Civil Criminal Query Reports Utilities Search Logout

Motions  
1:06-cr-22229-MGC USA v. Smith et al

Motion to Adopt/Join

Deadlines which appear in docket text or deadline queries are for Court use only.

Response Deadline

Date: 04/14/2008

Next Clear

Click [Next].

## 10) Modify docket text

ECF Civil Criminal Query Reports Utilities Search Logout

Motions  
1:06-cr-22229-MGC USA v. Smith et al

Docket Text: Modify as Appropriate.

MOTION to Adopt/Join [32] MOTION to Compel production of documents by Michelle Johnson as to Michelle Johnson, John Smith . Responses due by 4/28/2008 (Abogado, Juan)

Next Clear

Type additional text for the description of the pleading (maximum of 255 characters).

Docket Text: Modify as Appropriate.

MOTION to compel

First  
Second  
Third  
Fourth  
Fifth  
Sixth  
Seventh  
Eighth  
Ninth  
Tenth  
Amended  
Consent  
Counter  
Cross  
Emergency  
Endorsed  
Ex Parte  
Final  
Interim

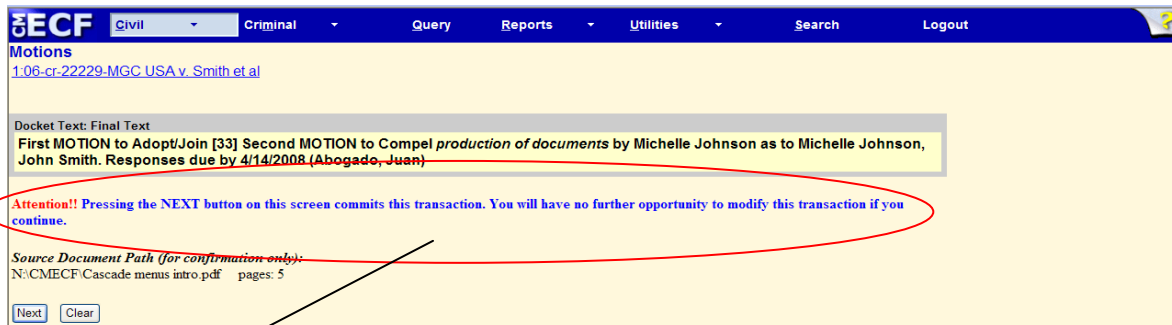
Click on the drop-down arrow to open a modifier list. Select a modifier, if appropriate.

Even though it is listed as a possible selection, **NEVER** select Emergency. All Emergency motions have to be filed conventionally.

## 11) Submit the pleading

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the Netscape toolbar to find the screen you wish to alter.
- Click on the **[Next]** button to file and docket the pleading.





**Note:** The screen depicted above contains the following warning.

**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you **can abort** the CM/ECF filing or return to previous screens:

- It is highly recommended that you click on any hyperlink on the **Blue** CM/ECF menu bar if you need to abort the transmission. CM/ECF will reset to the beginning of the process.
- Another option is to click on the Web Browser **[Back]** button.

## 12) Notice of Electronic Filing

CM/ECF opens a new **Motions** window displaying a CM/ECF Notice of Electronic Filing (NEF).

The Notice of Electronic Filing provides confirmation that CM/ECF has registered your transaction and the pleading is now an official court document.

Select **[Print]** on the toolbar to print the document receipt.

**Note:** The **Notice of Electronic Filing** represents your receipt of filing. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

The screenshot shows the 'Notice of Electronic Filing' window. The header includes 'U.S. District Court Southern District of Florida'. The main text states: 'The following transaction was entered by Abogado, Juan on 3/28/2008 at 1:29 PM EDT and filed on 3/28/2008'. It lists the Case Name as 'USA v. Smith et al', Case Number as '06-cr-22229', Filer as 'Abogado, Juan', and Document Number as '15'. A docket text entry reads: 'First MOTION to Adopt/Join [33] Second MOTION to Compel production of documents by Michelle Johnson as to Michelle Johnson, John Smith. Responses due by 4/14/2008 (Abogado, Juan)'. Below this, it says '1:06-cr-22229-1 Notice has been electronically mailed to: Juan Abogado Foo\_Abogado@fsd.uscourts.gov'. A list of individuals follows: William Barzee (123 Justice For All Lane, Miami, FL 33131) and Raymond Hordham (150 W. Flagler St, Miami, FL 33130). Another entry states '1:06-cr-22229-3 Notice has been electronically mailed to: Juan Abogado Foo\_Abogado@fsd.uscourts.gov'. A final entry repeats the notice for ProSe parties.

Callout boxes provide the following information:

- Individuals who receive electronic notification of the filing are permitted one "free look" at the document to verify that it was properly docketed. Subsequent retrieval of the document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.
- CM/ECF will electronically transmit the **Notice of Electronic Filing** to authorized CM/ECF users.
- It also displays those individuals who will **not** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.



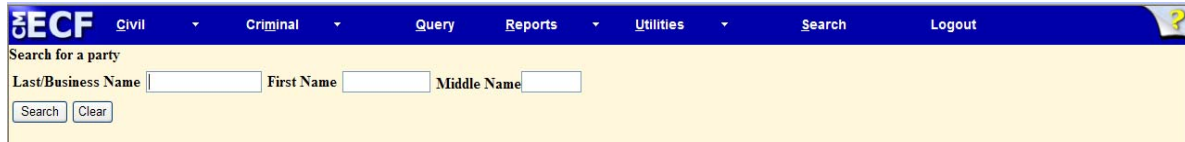
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# ADDITIONAL SYSTEM FEATURES



## Add/Create a New Party

In rare cases you may need to add a party to the CM/ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**. The screen depicted below will appear.



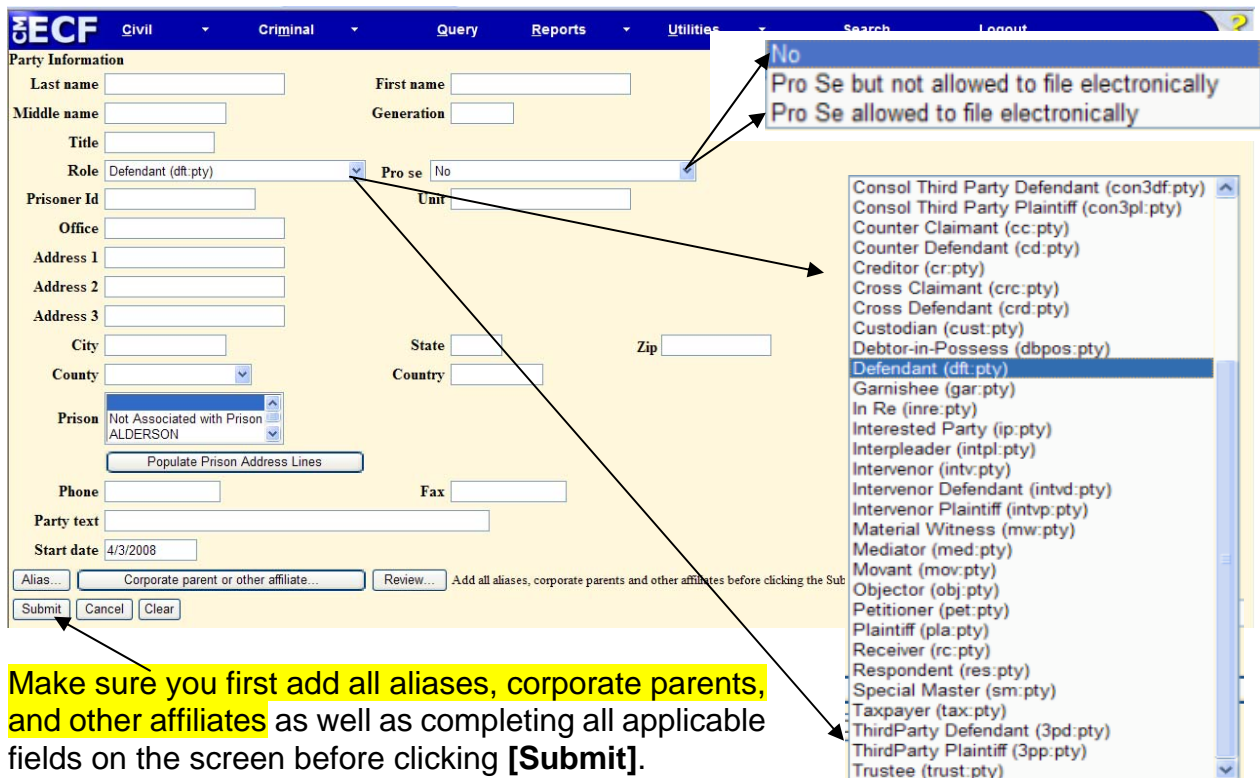
The screenshot shows the top navigation bar of the CM/ECF system with tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a search area titled "Search for a party" with input fields for Last/Business Name, First Name, and Middle Name, and Search and Clear buttons.

You must first perform a search to see if your party is already entered on the CM/ECF system. Type the first few letters of the party’s last name for an individual, or the first few letters of the company name. Click **[Search]**.

If a match is found, CM/ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. Review the party information and select the party’s role in this filing. Click **[Submit]**.

If a match is not found, or your party does not appear in the list, click **[Create new party]**.

CM/ECF displays the following screen.



The screenshot shows the "Party Information" form in the CM/ECF system. The form includes fields for Last name, First name, Middle name, Title, Role (set to Defendant (dft.pt)), Prisoner Id, Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Prison (set to Not Associated with Prison ALDERSON), Phone, Fax, Party text, and Start date (4/3/2008). There are buttons for Alias..., Corporate parent or other affiliate..., Review..., Submit, Cancel, and Clear. A dropdown menu is open on the right, listing various party roles such as Defendant (dft.pt), Garnishee (gar.pt), In Re (inre.pt), Interested Party (ip.pt), Interpleader (intpl.pt), Intervenor (intv.pt), Intervenor Defendant (intvd.pt), Intervenor Plaintiff (intvp.pt), Material Witness (mw.pt), Mediator (med.pt), Movant (mov.pt), Objector (obj.pt), Petitioner (pet.pt), Plaintiff (pla.pt), Receiver (rc.pt), Respondent (res.pt), Special Master (sm.pt), Taxpayer (tax.pt), ThirdParty Defendant (3pd.pt), ThirdParty Plaintiff (3pp.pt), and Trustee (trust.pt). A tooltip is visible over the "Pro se" field, showing "No" and "Pro Se but not allowed to file electronically" and "Pro Se allowed to file electronically". A yellow highlight is on the "Submit" button, and a text box below the form says "Make sure you first add all aliases, corporate parents, and other affiliates as well as completing all applicable fields on the screen before clicking [Submit].".

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## Linking Documents (Refer to existing event)

Some pleadings such as Affidavits and Exhibits should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.

**Other Documents**  
[1:05-cv-20001-KMM Smith v. McChicken and Burger, Inc.](#)

**Should the document you are filing link to another document in this case?**

Filed  to

Documents  to

To link the document you are currently filing to a previously filed document, check the box in front of “**Should the document you are filing link to another document in this case?**” and click **[Next]**.

You also have the option of entering filed dates or document numbers if you would like to further narrow your search. You are then presented with a list of documents that match your search criteria.

**Other Documents**  
[1:05-cv-20001-KMM Smith v. McChicken and Burger, Inc.](#)

*Select the appropriate event(s) to which your event relates:*

12/15/2005 [1](#) COMPLAINT against McChicken and Burger, Inc. (Filing fee \$ 250.) filed by John A. Smith.

12/15/2005 [2](#) Summons Issued as to McChicken and Burger, Inc.

12/15/2005 [3](#) Second MOTION for Preliminary Injunction to cease and desist by John A. Smith. (Reyes, Desiree)

Click the checkbox for the document you wish to link to and click **[Next]**.

## Documents Filed In Error

A document incorrectly filed in a case may result from a) posting the wrong PDF file to a docket entry; b) selecting the wrong document type from the menu; or c) entering the wrong case number and not discovering the error before completing the transaction.

Contact the Clerk's Office at 1(888)318-2260 as soon as possible after an error is discovered. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The CM/ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

## Viewing Transaction Log

This feature, selected from the **Utilities** menu allows you to review all transactions CM/ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately. Refer to the administrative procedures on the website for information.

## Query Feature

Registered participants should use this feature to query the CM/ECF system for specific case information. To enter, click on **Query** from the **Blue** menu bar of ECF.



CM/ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before CM/ECF permits you to query the CM/ECF database.

A screenshot of the ECF/PACER Login screen. The page title is "ECF/PACER Login". There is a "Notice" section and an "Instructions" section. Below the instructions is an "Authentication" form with fields for "Login:", "Password:", and "client code:". There are "Login" and "Clear" buttons. Annotations with arrows point to the "Login" and "Password" fields, the "client code" field, and the "Login" button. A note at the bottom of the form states: "CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.0".

**ECF/PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**  
Login:   
Password:   
client code:

Enter your PACER Login and Password

Client Code optional. Refer to PACER website for administering Client Codes.

Click [Login]

Login Clear

CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.0

After you enter your PACER login and password, CM/ECF opens a Query data entry screen as depicted below.

The screenshot shows the 'Query' interface with the following fields and callouts:

- Case Number:** A text input field. Callout: "If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click **[Run Query]**."
- Search Clues:** A section header.
- Case Status:** Radio buttons for 'Open', 'Closed', and 'All'. Callout: "Multiple **Nature of Suit** choices may be selected. This is accomplished by simultaneously depressing the control key (CTRL) while pointing and clicking on each selection."
- Filed Date:** Two text input fields separated by 'to'.
- Last Entry Date:** Two text input fields separated by 'to'.
- Nature of Suit:** A scrollable list box containing '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'.
- Case Status (second set):** Radio buttons for 'Open', 'Closed', and 'All'. Callout: "For an individual, enter at least two characters of the last name, using an asterisk as a substitute for unknown letters. The search IS NOT case sensitive."
- Last/Business Name:** A text input field containing 'Smith'. Callout: "For an individual, enter at least two characters of the last name, using an asterisk as a substitute for unknown letters. The search IS NOT case sensitive." Examples: Desoto, Des\*t
- First Name:** A text input field.
- Middle Name:** A text input field.
- Type:** A dropdown menu with 'Attorney Party' selected.
- Buttons:** 'Run Query' and 'Clear'.

The Query function allows you to view a variety of data categories and reports for individual cases, such as docket reports, filers, or associated cases. Case number or search criteria are first specified on the selection screen shown above. If more than one case/person meets the criteria, select one and then choose what data to view.

Some search combinations will not work together. For example, if you have a case number in the Case Number field, and then type in a date in the Filed Date field or Last Entry Date field, the case number will disappear. Likewise, if you typed dates in the Filed Date and Last Entry Date fields, and then type in a Last Name, the dates will be ignored.

You may also query a case by Nature of Suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use date 1/1/1970 as the "beginning of time."



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You may query the CM/ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, CM/ECF returns a screen from which to select the correct name.

**Select A Person**

**There were 12 matching persons.**

<a href="#">Smith, Adrianna Nicole</a>	(pty)
<a href="#">Smith, Daniel</a>	(pty)
<a href="#">Smith, David</a>	(pty)
<a href="#">Smith, Jack</a>	(aty)
<a href="#">Smith, Jarrod W.</a>	(aty)
<a href="#">Smith, John</a>	(pty)
<a href="#">Smith, Jones</a>	(pty)
<a href="#">Smith, Robert Charles</a>	(pty)
<a href="#">Smith, Sally Ann</a>	(pty)
<a href="#">Smith, Shirley</a>	(pty)
<a href="#">Smith, Tom</a>	(aty)
<a href="#">smith, charles</a>	(pty)

If you click on the name of the party, CM/ECF will open an additional query screen. If the individual is a party to more than one case, CM/ECF will open a screen listing all of the party's cases.

**Select A Case**

**This person is a party in 4 cases.**

<a href="#">1:08-cr-31883-AJ</a>	USA v. Smith et al	filed 03/18/08	
<a href="#">1:08-cr-31883-AJ-1</a>	Adrianna Nicole Smith	filed 03/18/08	
<a href="#">1:08-mj-07001-EGT</a>	USA v. Smith et al	filed 03/18/08	closed 03/18/08
<a href="#">1:08-mj-07001-EGT-1</a>	Adrianna Nicole Smith	filed 03/18/08	closed 03/18/08

After querying the database by case number, name, or nature of suit, CM/ECF opens the **Query** window for the specific case you selected.

1:08-cr-31883-AJ USA v. Smith et al  
Date filed: 03/18/2008  
Date of last filing: 03/18/2008

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location...](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)
- [View a Document](#)

At the top of the window, CM/ECF displays the case number, case style, presiding Judge, date the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

### Alias

Any additional names used by the individual or company are provided. They include AKA (Also Known As), DBA (Doing Business As) or FKA (Formerly Known As).

### Associated Cases

This option provides cases related to the case or lead case. Information included is the member case number, type of case, and the case title.

### Attorney

This option displays the names, addresses, and telephone numbers of all active and terminated attorneys associated with the case.

### Case File Location

Displays the current location and status of files.

### Case Summary

Provides a summary of current case-specific information as represented below.

Case Summary		
1:08-cr-31883-AJ USA v. Smith et al		
Date filed: 03/18/2008		
Date of last filing: 03/18/2008		
<b>Adrianna Nicole Smith (1)</b>		
Office: Miami	Filed: 03/18/2008	
County: Miami-Dade	Terminated:	Reopened:
Magistrate Case:	1:08-mj-07001-EGT	
<b>Complaint</b>	<b>Citation:</b>	<b>Offense Level: 4</b>
Possession with the Intent to Distribute Cocaine 21:841A=NP.F, Interdict/Supply Firearm/Drug Traffickers 18:924F.F		
<b>Count: 1</b>	<b>Citation: 21:841A=NP.F</b>	<b>Offense Level: 4</b>
POSSESSION WITH THE INTENT TO DISTRIBUTE COCAINE 21:841A=NP.F		
<b>Def Custody Status:</b> Custody This Court		
<b>Flag:</b> AEV		
<b>Defendant:</b> Adrianna Nicole Smith <b>represented by</b> Matilda Johnson(Designation CJA Appointment) <b>Phone:</b> 976-123-6745		
<b>Plaintiff:</b> USA <b>represented by</b> Diane Patrick		



## Deadlines/Hearings

This hyperlink allows you to query the database by various means to obtain hearing and other schedule deadlines.

**Deadlines/Hearings**

Sort by:

**Due/Set**

Document Number

Deadline/Hearing

Filed

Satisfied

Terminated

Party

Pending deadlines/hearings  
 Terminated/satisfied deadlines/hearings

After selecting **[Run Query]**, the following screen allows you to click on a document number. CM/ECF will display the actual Scheduling Order for the conference or hearing.

**0:07-cv-00023-STB Jones v. Smith**  
 Stephen T. Brown, presiding  
 Ted E. Bandstra, referral  
**Date filed:** 08/07/2007  
**Date of last filing:** 01/28/2008

**Deadlines/Hearings**

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
<a href="#">359</a>	Response Deadline	09/05/2007	09/15/2007		
<a href="#">360</a>	Response Deadline	09/05/2007	09/15/2007		
<a href="#">365</a>	Response Deadline	09/18/2007	09/28/2007		
<a href="#">367</a>	Response Deadline	09/18/2007	09/28/2007		
<a href="#">369</a>	Response Deadline	09/18/2007	09/28/2007		
<a href="#">373</a>	Response Deadline	09/21/2007	10/01/2007		
<a href="#">375</a>	Response Deadline	09/21/2007	10/01/2007		
<a href="#">376</a>	Response Deadline	09/21/2007	10/01/2007		
<a href="#">378</a>	Response Deadline	10/01/2007	10/11/2007		
<a href="#">384</a>	(Ex Parte) Response Deadline	01/28/2008	02/14/2008		
<a href="#">385</a>	Response Deadline	01/28/2008	02/14/2008		

Clicking on the "silver bullet" does not link to the actual document but to the docket text of the particular entry.

If you click on the button to the left of the Deadline/Hearing title, CM/ECF will display the docket information and related docketing entries for the hearing that you selected.

1:08-cr-31883-AJ USA v. Smith et al  
Date filed: 03/18/2008  
Date of last filing: 03/18/2008

**Docket Information and Related Docket Entries**  
Case 1:08-cr-31883-AJ Document 27

Filed: 03/18/2008  
Entered: 03/18/2008  
Entered By: Maedon Clark,  
Event Name(s): Scheduling Order  
Full Docket Text for Document 27:  
SCHEDULING ORDER as to Adrianna Nicole Smith, Robert Charles Smith, Sean P-Diddy Combs. Discovery due by 4/15/2008. Motions due by 6/25/2008. Calendar Call set for 9/12/2008 02:00 PM before Judge Adalberto Jordan. Jury Trial set for 9/29/2008 10:00 AM before Judge Adalberto Jordan. (mc)

No Related Docket Entries

## Docket Report

Docket reports were designed to be the official record of a case. The typical docket report contains information obtained from the Civil or Criminal Cover Sheet submitted by the plaintiff for each complaint filed. The parties appear on the first page of the docket report along with the counsel for each party with counsel's address and telephone number. This is followed by a list of events in the case.

When you select Docket Report, CM/ECF opens the Docket Sheet screen as depicted below.

**Docket Sheet**

Case Number  
1:08-cr-31883-AJ USA v. Smith et al

Filed  
 Entered

Documents  to

**Include:**  
 Parties and counsel  
 Terminated parties  
 List of member cases  
 Links to Notices of Electronic Filing

**Document options:**  
 Include headers when displaying PDF documents  
 View multiple documents

**Format:**  
 HTML (unpaginated)  
 PDF (paginated)

Sort by     Make these options my default.

If you leave the range fields blank, CM/ECF will default to printing the entire docketing report.

You may select a **date range** or a range of **docketing numbers**.

The case header usually consists of the case number, document number, date and time of filing.

If you check this box, you will be able to view the NEF's from the docket sheet

PDF format requires that you have Adobe Reader loaded on your computer. Adobe PDF is a universal file format that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it. HTML is a simple markup language used to describe the structure of hypertext documents for the World Wide Web.

## Viewing and Downloading Multiple Documents

From within the Docket Sheet, if you select the option to **View multiple documents...**

**Document options:**

Include headers when displaying PDF documents

View multiple documents

Place a checkmark next to each docket entry you would like to view.

03/26/2008	<a href="#">32</a>	<input checked="" type="checkbox"/>	MOTION to Compel <i>production of documents</i> by John Smith. Responses due by 4/14/2008 (nt) (Entered: 03/26/2008)
03/27/2008	<a href="#">33</a>	<input checked="" type="checkbox"/>	Second MOTION to Compel by John Smith as to John Smith, Samuel Garcia. Responses due by 4/14/2008 (Abogado, Juan) (Entered: 03/27/2008)
03/27/2008	<a href="#">34</a>	<input checked="" type="checkbox"/>	First MOTION to Adopt/Join <a href="#">33</a> Second MOTION to Compel by Michelle Johnson as to Michelle Johnson, John Smith. Responses due by 4/14/2008 (Abogado, Juan) (Entered: 03/27/2008)
03/28/2008	<a href="#">35</a>	<input checked="" type="checkbox"/>	First MOTION to Adopt/Join <a href="#">33</a> Second MOTION to Compel <i>production of documents</i> by Michelle Johnson as to Michelle Johnson, John Smith. Responses due by 4/14/2008 (Abogado, Juan) (Entered: 03/28/2008)

Documents that you selected may be either viewed or downloaded to your PC. These options are found at the bottom of the docket sheet.

**View Selected**

or


**Download Selected**


If you click **View Selected**, the document(s) that you had check marked will display as a PDF document.

If you click **Download Selected**, you will receive the following response.

**File Download**

Do you want to open or save this file?

 Name: 1-06-cr-22229-MGC.zip  
Type: Compressed (zipped) Folder, 288KB  
From: ecf-test.flstd.circ11.dcn

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

**NOTE:** In order to download files you must disable your pop-up blocker. Downloaded PDF documents are saved in a zip file to the location you select on your local or network drive.

**PACER BILLING:** If you click on **View Selected**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If you then click **View Document** on the confirmation screen, the selected documents (and all attachments) are combined into a single PDF and displayed on the screen. You may then print the documents from the screen.

If you click **Download Selected**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If you then click **Download Documents** on the confirmation screen, the selected documents (including all attachments) are combined in a ZIP file and a dialog box is displayed for you to select a destination directory for the ZIP file. Once you select a destination directory and filename, the ZIP file is saved in the specified location. The ZIP file is stored in a format that results in separate component files upon decompression.

## Filers

A list of all filer(s) in a specific case is displayed.

0:06-cr-20002-JCP USA v. Smith  
Date filed: 08/09/2006  
Date terminated: 09/25/2007  
Date of last filing: 01/31/2008

**Filers**

Name	Type	Added	Terminated
<a href="#">David Smith (1)</a>	Defendant	11/21/2006	09/25/2007
<a href="#">USA</a>	Plaintiff	08/09/2006	

## History/Documents

This selection queries the database for case event history and documents associated with the case. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. CM/ECF also offers you the option to display the docket text in the report.

**History/Documents**

All events (history)  
 Only events with documents

Display docket text

Sort by: Oldest date first

Run Query Clear

After making your selections, click on the **[Run Query]** button. CM/ECF queries the database and builds your report.

The following screen depicts a sample report. It lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

1:08-cr-31883-AJ USA v. Smith et al			
Date filed: 03/18/2008			
Date of last filing: 03/18/2008			
History			
Doc. No.	Dates	Description	
--	Filed: 03/17/2008 Entered: 03/18/2008	Arrest	
	Docket Text: Arrest of Adrianna Nicole Smith, Robert Charles Smith (mc)[1:08-mj-07001-EGT]		
--	Filed & Entered: 03/18/2008	Arrest	
	Docket Text: Arrest of Sean P-Diddy Combs (mc)		
1	Filed & Entered: 03/18/2008	Complaint	
	Docket Text: COMPLAINT as to Adrianna Nicole Smith (1), Robert Charles Smith (2). (mc)[1:08-mj-07001-EGT]		
2	Filed & Entered: 03/18/2008	Report Commencing Criminal Action	
	Docket Text: Report Commencing Criminal Action as to Adrianna Nicole Smith - DOB: ***/**/1983 Prisoner #: 16450-004 (mc)[1:08-mj-07001-EGT]		
3	Filed & Entered: 03/18/2008	Report Commencing Criminal Action	
	Docket Text: Report Commencing Criminal Action as to Robert Charles Smith - DOB: ***/**/1947 Prisoner #: 33147-004 (mc)[1:08-mj-07001-EGT]		
	Filed & Entered: 03/18/2008	Order on Initial Appearance	
4	Docket Text: Order on Initial Appearance - All as to Adrianna Nicole Smith, Robert Charles Smith for proceeding held on 3/18/2008 Attorney Matilda Johnson for Adrianna Nicole Smith, Freddy QuePasa Jones for Robert Charles Smith added for the defendant. as to Adrianna Nicole Smith (1) Temporary Pretrial Detention and Robert Charles Smith (2) Temporary Pretrial Detention Detention Hearing set for 3/21/2008 10:00 AM before Duty Magistrate. Arraignment set for 4/1/2008 10:00 AM before Duty Magistrate. Preliminary Examination set for 4/1/2008 10:00 AM before Duty Magistrate. Tape #08E-65-189 (mc)[1:08-mj-07001-EGT]		
5	Filed & Entered: 03/18/2008	Initial Appearance	
	Docket Text: Minute Entry for proceedings held before Magistrate Judge Edwin G. Torres:Initial Appearance as to Adrianna Nicole Smith, Robert Charles Smith held on 3/18/2008 (Tape #08E-65-189.) (mc)[1:08-mj-07001-EGT]		
6	Filed & Entered: 03/18/2008	Detention Hearing	
	Docket Text: Minute Entry for proceedings held before Magistrate Judge Edwin G. Torres:Detention Hearing as to Adrianna Nicole Smith, Robert Charles Smith held on 3/18/2008 Witness ATF S/A Rick Flair testified (Tape #08E-72-234.) (mc)[1:08-mj-07001-EGT]		
7	Filed & Entered: 03/18/2008	Order Setting Conditions of Release	
	Docket Text: The Court DENIES Government Request for Pretrial Detention and ORDER Setting Conditions of Release as to Adrianna Nicole Smith (1) \$250,000 w/10% deposited + \$150,000 psb cosigned by mother, Maedon Clark. Special Conditions: Surrender all passports and travel documents to the Pretrial Services Office;Report to Pretrial Services as directed;Refrain from excessive use of alcohol, or any use of a narcotic drug or other controlled substance;Maintain or actively seek full-time employment;Refrain from possessing a firearm, destructive device or other dangerous weapons;None of the signatories may sell, pledge, mortgage, etc., any property they own, real or personal, until the bond is discharged;Home Confinement Program with electronic monitoring. Allowed to work. Curfew 9 pm - 6 am. (mc)[1:08-mj-07001-EGT]		

## Party

Displays all parties affiliated with a specific case and the attorneys that represent them.

0:06-cr-20002-JCP USA v. Smith	
Date filed: 08/09/2006	
Date terminated: 09/25/2007	
Date of last filing: 01/31/2008	
Parties	
<b>Robert L James</b> Added: 03/08/2007 (In Re)	<b>Juanaaty bauzaaty</b> US Attorney's Office 8764 Constitution Way Suite 167 Winter, AS 09766 Juana_Bauza@flsd.uscourts.gov Assigned: 06/25/2007 TERMINATED: 06/25/2007 ATTORNEY TO BE NOTICED
	represented by
<b>David Smith (1)</b> DOB: 1967 and Prisoner # 12345 Added: 11/21/2006 TERMINATED: 09/25/2007 (Defendant)	<b>Juanaaty bauzaaty</b> US Attorney's Office 8764 Constitution Way Suite 167 Winter, AS 09766 Juana_Bauza@flsd.uscourts.gov Assigned: 06/14/2007 LEAD ATTORNEY ATTORNEY TO BE NOTICED
	represented by

---

## Related Transactions

A report of each transaction in the case along with related transactions is produced.

### Related Transactions

Sort by

Filed  to

Documents  to

Document type

Pending

Terminated

Filed Date

## Status

Provides the Pending/Terminated Statuses for this case.

**1:08-cr-31883-AJ USA v. Smith et al**  
**Date filed: 03/18/2008**  
**Date of last filing: 03/18/2008**

### Pending Statuses

There Are No Pending Status Records For This Case.

**No statuses have been terminated for this case.**

## View a Document

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

### View Document

Case Number  
1:08-cr-31883-AJ USA v. Smith et al

Document



# Reports Feature



The Reports feature of CM/ECF provides the user with several report options. After selecting the Reports feature from the *Blue menu bar*, CM/ECF opens the **Reports** screen.



All of the links found within the Reports menu will require you to login to PACER. The only exception is the *Calendar Events* link.

## Docket Sheet

Click on the **Docket Sheet** hyperlink and CM/ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and CM/ECF will open the Docket Sheet report query window depicted below.

The image shows the 'Docket Sheet' report query window with several annotations. The window title is 'Docket Sheet'. It contains a 'Case Number' field with the text '1:08-cr-31883-AJ USA v. Smith et al'. Below this are radio buttons for 'Filed' (selected) and 'Entered'. There are two 'to' fields for filtering, one for 'Documents' and one for 'Date Range'. The 'Include:' section has checkboxes for 'Parties and counsel', 'Terminated parties', 'List of member cases', and 'Links to Notices of Electronic Filing'. The 'Document options:' section has checkboxes for 'Include headers when displaying PDF documents' and 'View multiple documents'. The 'Format:' section has radio buttons for 'HTML (unpaginated)' (selected) and 'PDF (paginated)'. The 'Sort by' dropdown is set to 'Oldest date first'. There are 'Run Report' and 'Clear' buttons, and a checkbox for 'Make these options my default'. Annotations include: 'If you leave the range fields blank, CM/ECF will default to printing the entire docketing report.'; 'You may select a date range or a range of docketing numbers.'; 'The case header usually consists of the case number, document number, date and time of filing.'; 'If you check this box, you will be able to view the NEF's from the docket sheet' (pointing to 'Links to Notices of Electronic Filing'); and a large box explaining that PDF format requires Adobe Reader and that HTML is a simple markup language for the World Wide Web.

## Viewing and Downloading Multiple Documents

From within the Docket Sheet, if you select the option to **View multiple documents...**

**Document options:**

Include headers when displaying PDF documents

View multiple documents

Place a checkmark next to each docket entry you would like to view.

03/26/2008	<a href="#">32</a>	<input checked="" type="checkbox"/>	MOTION to Compel <i>production of documents</i> by John Smith. Responses due by 4/14/2008 (nt) (Entered: 03/26/2008)
03/27/2008	<a href="#">33</a>	<input checked="" type="checkbox"/>	Second MOTION to Compel by John Smith as to John Smith, Samuel Garcia. Responses due by 4/14/2008 (Abogado, Juan) (Entered: 03/27/2008)
03/27/2008	<a href="#">34</a>	<input checked="" type="checkbox"/>	First MOTION to AdoptJoin <a href="#">33</a> Second MOTION to Compel by Michelle Johnson as to Michelle Johnson, John Smith. Responses due by 4/14/2008 (Abogado, Juan) (Entered: 03/27/2008)
03/28/2008	<a href="#">35</a>	<input checked="" type="checkbox"/>	First MOTION to AdoptJoin <a href="#">33</a> Second MOTION to Compel <i>production of documents</i> by Michelle Johnson as to Michelle Johnson, John Smith. Responses due by 4/14/2008 (Abogado, Juan) (Entered: 03/28/2008)

Documents that you selected may be either viewed or downloaded to your PC. These options are found at the bottom of the docket sheet.

**View Selected**

or


**Download Selected**


If you click **View Selected**, the document(s) that you had check marked will display as a PDF document.

If you click **Download Selected**, you will receive the following response.

**File Download**

Do you want to open or save this file?

 Name: 1-06-cr-22229-MGC.zip  
Type: Compressed (zipped) Folder, 288KB  
From: ecf-test.flsd.circ11.dcn

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

**NOTE:** In order to download files you must disable your pop-up blocker. Downloaded PDF documents are saved in a zip file to the location you select on your local or network drive.

**PACER BILLING:** If you click on **View Selected**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If you then click **View Document** on the confirmation screen, the selected documents (and all attachments) are combined into a single PDF and displayed on the screen. You may then print the documents from the screen.

If you click **Download Selected**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If you then click **Download Documents** on the confirmation screen, the selected documents (including all attachments) are combined in a ZIP file and a dialog box is displayed for you to select a destination directory for the ZIP file. Once you select a destination directory and filename, the ZIP file is saved in the specified location. The ZIP file is stored in a format that results in separate component files upon decompression.

## Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the CM/ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, CM/ECF displays a query screen as depicted here.

**Civil Cases Report**

**Warning: This report is not subject to the 30 page billing cap.**  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office	<input type="text" value="Ft. Lauderdale"/> <input type="text" value="Ft. Pierce"/>	Case type	<input type="text" value="Civil"/> <input type="text" value="Deleted Civil Cases"/>	Nature of suit	<input type="text" value="0 (zero)"/> <input type="text" value="110 (Insurance)"/>
Cause	<input type="text" value="0 (no cause specified)"/> <input type="text" value="02:0431 (02:0431 Fed. Electio...)"/>	Jurisdiction	<input type="text" value="Diversity"/> <input type="text" value="Federal Question"/>	Case flags	<input type="text" value="2255"/> <input type="text" value="AEV"/>
Filed	<input type="text" value="3/31/2008"/> to <input type="text" value="4/7/2008"/>	Terminal digit(s)	<input type="text" value="2, 4-7"/>	<input checked="" type="checkbox"/> Open cases <input type="checkbox"/> Closed cases	
Sort by	<input type="text" value="Case Number"/>				
Output Format	<input checked="" type="radio"/> Formatted Display <input type="radio"/> Data Only				
<input type="button" value="Run Report"/>	<input type="button" value="Clear"/>	<input type="checkbox"/> Make these options my default.			

**Note:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, CM/ECF will display a report for all cases opened in CM/ECF.

## Judgment Index Report

When you click on the [Judgment Index](#) hyperlink, CM/ECF displays a query screen as depicted here.

**Judgment Index Report**

Warning: This report is not subject to the 30 page billing cap.  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Case Number

Last name  First name  Middle name

Judgment date range  to

Sort by:

## Criminal Cases Report

When you click on the [Criminal Cases](#) hyperlink, CM/ECF displays a query screen as depicted here.

**Criminal Cases Report**

Warning: This report is not subject to the 30 page billing cap.  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office   
Ft. Lauderdale  
Ft. Pierce

Case types   
Criminal  
Deleted Crim Cases

Case flags   
2255  
AEV

Citation

Count Status  Pending  Disposed

Filed  to

Terminal digit(s)   Pending defendants  
 Terminated defendants  
 Fugitive defendants  
 Non-Fugitive defendants

Sort by

Output Format  Formatted Display  
 Data Only

Make these options my default.

## Calendar Events

When you click on the [Calendar Events](#) hyperlink, CM/ECF displays a query screen as depicted here.

**Calendar Events Report**

Case number

Office   
Ft. Lauderdale (0)  
Miami (1)  
Ft. Pierce (2)

Calendar events   
All Hearings  
Allocation Hearing  
Arbitration Hearing

Nature of suit   
0 (zero)  
110 (Insurance)

Set  to

Both  AM  PM

Time   AM  PM

Include docket text

Sort by

## Docket Activity

When you click on the **Docket Activity** hyperlink, CM/ECF displays a query screen as depicted here.

**Warning: This report is not subject to the 30 page billing cap.**  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

**Docket Activity Report PUBLIC ACCESS**

Case number

Office

Event category

Case type

Case flags

Only cases to which I am linked  Open cases  
 Closed cases

Filed between  and   Summary text  
 Full docket text

Sort by

Make these options my default.

There is an option available for CM/ECF Users to view docket activity in their cases only.

## Written Opinions

Accessing the **Written Opinions** selection does not require logging into PACER.

When you click on the **Written Opinions** hyperlink, CM/ECF displays a query screen as depicted here.

**Written Opinions Report**

Case Number

Last Name  First Name  Middle Name

Office

Nature of Suit

Case Type

Cause

Case Flags

Filed between  and   Summary text  
 Full docket text

Sort by

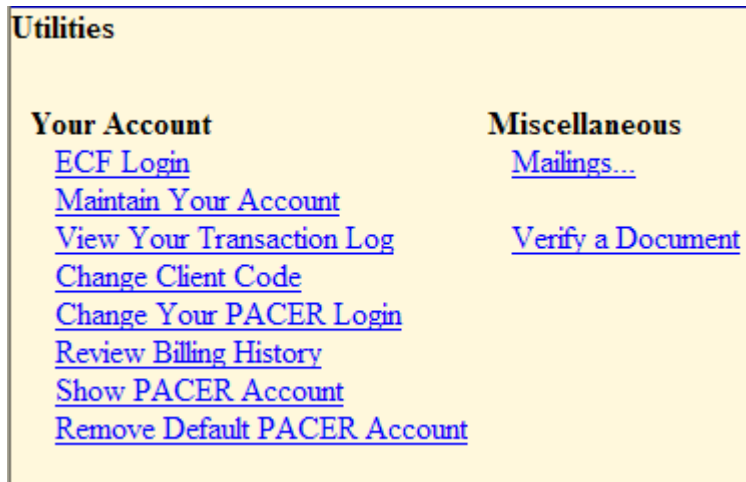
This report displays any opinion that has been loaded on the CM/ECF system by the Chambers of the District and Magistrate Judges for the Southern District of Florida.

---

## Utilities Feature

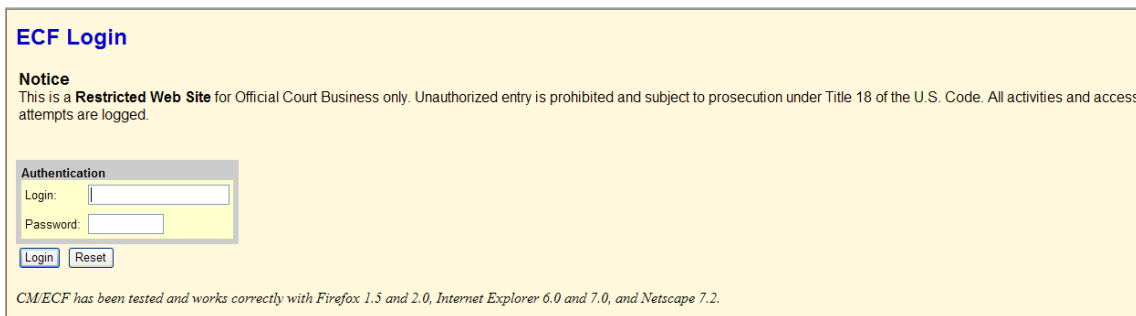


The **Utilities** feature provides the means for registered users to maintain their account in CM/ECF and to view all of their CM/ECF transactions.



### ECF Login

When you click on the **ECF Login** hyperlink, CM/ECF displays a query screen as depicted here.



### Maintain Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your CM/ECF account with the Court.

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.



Utilize this screen to update your email account, your mailing address and your phone information.

**Maintain User Account**

aty

**Last name** Abogado **First name** Juan

**Middle name** **Generation**

**Gender** Male **ATY Type**

**Title**

**Bar number** **Type**

**Bar Status**

**Prisoner id**  Add Headers to PDF Documents

**Office** Law, Lies, & Money, PA

**Unit**

**Address 1** 123 Miami Avenue

**Address 2** Penthouse Suite

**Address 3**

**City** Miami **State** FL **Zip** 33128

**Country** USA **County** Miami-Dade

**Phone** 3051234567 **Fax** 9541234567

**Initials** **DOB** **End date**

Email information... More user information...

Submit Clear

If you are linked to a firm, you will not be able to change your address information. Please contact the Clerk's Office Attorney Admissions to request a change of address.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status.

Clicking on the **[E-mail information]** button opens the following screen.

**Email Information for Juan Abogado**

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
lawyer@hotmail.com	HTML	Individual NEF	Yes	Yes	Hide Options
secretary@hotmail.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

Add Additional E-mail Address Return to Person Information Screen Clear

Hide Options  
Additional Cases  
Delivery Method Exceptions

After the user enters an e-mail address in the proper format, the main options for that e-mail address appear.

To add additional cases to the list for this e-mail address, the user must select **Additional Cases** from the **Additional Options** drop down list. Then, the user can select **Add** from the Additional Cases to Receive NEFs drop down list that appears.

**Email Information for Attorney Test**

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
Traci_A_Lancy@ohnd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Additional Cases

**Additional Cases to Receive NEFs**

Enter case number  and click

When the user enters a case number, if there is more than one case for the year and number entered, a pop-up window appears. The user is prompted to select the correct case from the list in the pop-up window. If the case number entered in the *Enter Case Number* field is not a valid case, a pop-up window appears stating such.

Once the user selects the appropriate case number, the case is added to the **Additional Cases to Receive NEFs** list. The user can add as many cases to the list as desired. To remove a case from the list, the user must select **Remove** from the **Additional Cases to Receive NEFs** drop down list and then click on the appropriate case number. A **[Remove from List]** button appears, allowing the user to remove the case from the list.

**Email Information for Attorney Test**

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
Traci_A_Lancy@ohnd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Additional Cases

**Additional Cases to Receive NEFs**

4:06-cv-00001 - Mouse v. Smith

Enter case number  and click

There are two delivery methods for receiving NEFs: **Individual** and **Summary**. The delivery method of choice is selected for all the cases in the user's list. However, if the user wants to receive the opposite method of delivery for one or some cases, the user should select **Delivery Method Exceptions** from the **Additional Options** drop down list. If the user then selects **Add** from the **Delivery Method Exceptions** drop down list that appears, the user can select the case(s) to add for the other delivery method.

By selecting the **[Add Additional E-mail Address]** button, the user can add and configure additional e-mail addresses. This information appears under the heading **Secondary E-mail Addresses**.

If the user enters a valid e-mail address, the e-mail settings options appear for modification, which works the same as for the primary e-mail address. The user can change the format, delivery method, and active settings; add additional cases, remove cases; and set delivery method exceptions for the secondary e-mail address. For all attorney users, the **Active** checkbox is available only for additional e-mail addresses.

- Stipulate the format of the CM/ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Person Information screen]** button to return to your **Maintain User Account** screen.

To edit or view login information about your account, select the button labeled **[More user information...]** from the **Maintain User Account** screen. CM/ECF opens the following screen.

**More User Information for Juan Abogado**

<b>Login</b> jabogado	<b>Last login</b> 04-11-2008 12:48
<b>Password</b> [*****]	<b>Current login</b> 04-11-2008 12:48
<b>Registered</b> Y	<b>Create date</b> 10/16/2007
<b>Internet Credit Card</b> N	<b>Update date</b> 03/17/2008
<b>Groups</b> Attorney	

This screen displays user login information and provides the means to change your CM/ECF password. Notice that CM/ECF displays a string of asterisks in the **Password** field. To change your CM/ECF password, place your cursor in the **Password** field, delete the asterisks, and then type in your new password. CM/ECF displays the actual characters of your new password as you type. When you have completed your interface with CM/ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to CM/ECF. CM/ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next CM/ECF session.

## View Your Transaction Log

This feature allows you to receive all transactions CM/ECF has processed with your login. From the **Utilities** screen, click on the **[View your Transaction Log]** button. CM/ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Run Report]** button.

**View Transaction Log**

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: [ ] End Date: [ ]

Make these options my default.

CM/ECF displays a report of all your transactions in CM/ECF within the date range you specified for Date Selection Criteria.

Transaction Log			
Report Period: 04/01/2008 - 04/11/2008			
Id	Date	Case Number	Text
19200	04/01/2008 14:15:42	0-06-cv-1	Second MOTION to Dismiss [404] Second MOTION for Preliminary Injunction <I>to cease and desist</I>. First MOTION for Summary Judgment by Margaret Walters. Responses due by 4/18/2008 (Abogado, Juan)
19275	04/01/2008 18:13:02	1-07-cv-21772	MEMORANDUM in Support re [6] MOTION for Extension of Time to Mediate filed by Raul G. Cowley. (Abogado, Juan)
19360	04/02/2008 12:21:19	1-07-cv-21772	Corporate Disclosure Statement by Burger King Corporation identifying Corporate Parent Fast Food, Inc. Other Affiliate Bobby Badboy for Burger King Corporation. (Abogado, Juan)
19491	04/02/2008 17:57:16	1-07-cv-21772	NOTICE OF CONSENT TO JOIN as party plaintiff by Juan Abogado on behalf of Raul G. Cowley (Abogado, Juan)
19541	04/03/2008 11:24:04	1-07-cv-21772	AFFIDAVIT signed by : Truth Tell. re [1] Complaint by Raul G. Cowley. (Abogado, Juan)
19702	04/04/2008 08:09:22		Updated person record: Juan Abogado Prid: 5165
20162	04/08/2008 14:34:05		e-mail address deleted - assistant@hotmail.com
20162	04/08/2008 14:34:05		Updated person record: Juan Abogado Prid: 5165
20162	04/08/2008 14:34:05		e-mail address deleted - secretary@mylawfirm.com
20165	04/08/2008 14:42:19		Updated person record: Juan Abogado Prid: 5165
20452	04/10/2008 11:12:38	1-09-cv-20102	Corporate Disclosure Statement by Caroline Johnson identifying Corporate Parent McDonald's for Caroline Johnson. (Abogado, Juan)
20556	04/10/2008 15:11:16	1-09-cv-20103	Corporate Disclosure Statement by Caroline Johnson identifying Corporate Parent June Okra for Caroline Johnson. (Abogado, Juan)
Total Number of Transactions: 12			

Use this feature of CM/ECF to review your transactions and to verify that:

- All of the transactions you entered are reflected in the Transaction Log.
- No unauthorized individuals have entered transactions into CM/ECF using your login name and password.

## Change Client Code

The Change Client Code utility allows PACER users to change the client code, which is used for identifying charges made to the current PACER account. If the user has a PACER preference set via the PACER website (<http://pacer.psc.uscourts.gov>) which requires a client code in a specific format, in order to change his/her client code, he/she must follow the designated format.

## Change Your PACER Login

The Change Your PACER Login utility displays the PACER login screen to allow the user to enter a different PACER login and password. This new account can be designated as the default PACER login for attorney users. Please refer to the PACER website (<http://pacer.psc.uscourts.gov>) for information on defining PACER preferences.

## Review Billing History

The Review Billing History utility displays the number of CM/ECF pages accessed and the charges incurred for the PACER account currently being used. If client codes are entered when CM/ECF is accessed, the charges are totaled for each code.

### Review Billing History

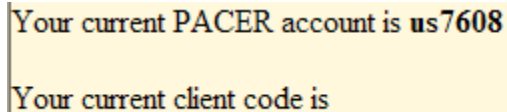
Transactions dated:  to

Sort:

---

## Show PACER Account

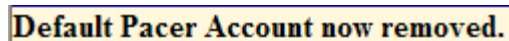
The Show PACER Account utility displays the current PACER login ID and client code.



Your current PACER account is **us7608**  
Your current client code is

## Remove Default PACER Account

The Remove Default PACER Account utility removes the link between the current CM/ECF user account and the associated default PACER account.



**Default Pacer Account now removed.**

## Miscellaneous

CM/ECF provides two miscellaneous functions within the Utilities feature of the system.

- Mailings...
- Verify a Document

## Mailings

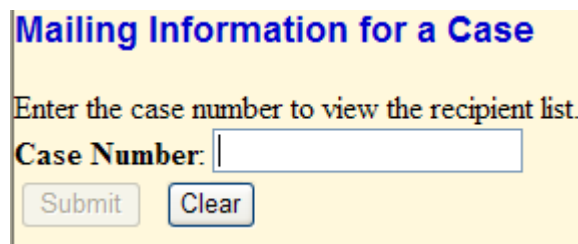
The Mailings hyperlink opens a new screen for making or requesting mailings from CM/ECF.



**Mailings**  
[Mailing Info for a Case](#)  
[Mailing Labels by Case](#)

## Mailing Info for a Case

The Mailing Info for a Case utility displays, for a single case, a list of the people who receive e-mail notices and the people who require manual noticing.



**Mailing Information for a Case**  
Enter the case number to view the recipient list.  
**Case Number:**



## Mailing Labels by Case

The Mailing Labels by Case utility allows the user to print mailing labels for those individuals associated to the case but do not receive e-mail notices (NEFs).

The screenshot shows a web form titled "Mailing Labels by Case". It includes a "Case number" input field, a checked "All" checkbox with the text "Select ALL participants for case", and an "OR" section with the text "Select any combination of the following". This section contains three checkboxes: "Participants" (checked), "Judges", and "Attorneys". The "Participants" dropdown menu is open, showing "Amicus" and "Appellant". Below this is a "Print format" dropdown menu with options "1 column", "2 columns", and "3 columns". At the bottom are "Next" and "Clear" buttons.

Enter the case number and click the **[Next]** button. The following screen appears:

The screenshot shows a "Search Results" screen with a yellow background. It lists four individuals with their addresses:

Juan Abogado  
Law, Lies, & Money, PA  
123 Miami Avenue  
Penthouse Suite  
Miami, FL 33128

Ted E. Bandstra  
Room 219  
300 NE First Avenue  
Miami, FL 33132

Marsha Feldman  
301 N. Miami Avenue  
Miami, FL 33128

Donna Gay  
Gay, Gay & Gay, LLC  
301 N. Miami Avenue  
Miami, FL 33128

**Total labels: 4**

Not printed due to inadequate address: 2

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## Verify a Document

The Verify a Document hyperlink opens a query screen for the user to enter data in the screen fields in order to locate a particular document attached to a specific case number.

**Verify Document(s)**

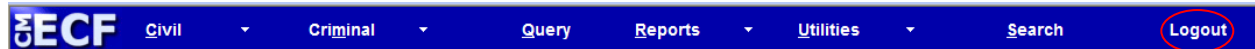
Specify the case number and document number of the docket entry containing the document to be verified.

**Case Number**

**Document Number:**

## Logout

After you have completed all of your transactions for a particular session in CM/ECF, you should exit from the system.



Click on the **Logout** hyperlink from the CM/ECF **Blue menu bar**. CM/ECF will log you out of the system and return you to the CM/ECF login screen.

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## Cross-Document Hyperlinks

**IMPORTANT NOTE:** Including cross-document hyperlinks is an **optional** feature and is not required to file a document in CM/ECF. Instructions for creating cross-document hyperlinks using WordPerfect 11 or higher, or Microsoft Word 2002 or higher, are provided. Please be advised that the cross-document hyperlink can be broken if the document containing the hyperlink is modified or deleted during the clerk's office quality control process. If this happens, the clerk's office is unable to repair the hyperlink. Due to the "optional" nature of this feature and the complexities involved, the Clerk's Office Help Desk personnel are unable to provide substantial support, and therefore will refer all users with cross-document hyperlink inquiries to these instructions.

CM/ECF users can now file a document that includes a hyperlink to a previously filed document. The hyperlink can be to a document in the same case, to a document in another case in the same U.S. District Court, or to a document in another U.S. District Court's CM/ECF system.

### Details about this new functionality:

- The hyperlink, as set by the filer, may link to the start of the document or to a specific page in the document.
- A filer can submit a document that includes a hyperlink to a document that is being filed in the same docketing transaction with the primary document (i.e., a Memorandum in Support of Summary Judgment may have a hyperlink to an attached document that is part of the same docketing transaction).
- Immediately after a document is filed in CM/ECF, that document will be available to be linked as a hyperlink in a subsequently filed document.
- A user cannot establish a hyperlink to a restricted document unless the user has the right to access that restricted document.

### Things to remember about cross-document hyperlinks:

- This functionality has been tested and works properly with Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher. Hyperlinks added to documents created in other word processing programs may not function properly once the documents are converted to PDF format.
- A WordPerfect document containing hyperlinks must be converted to PDF using the Publish to PDF feature in WordPerfect.
- A Microsoft Word document containing hyperlinks must be converted to PDF using the Adobe Acrobat application.
- The CM/ECF application will not verify the validity of URLs included as hyperlinks within documents filed in CM/ECF.
- Any document that includes a hyperlink must also include a description of the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement.

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- The changes for Release 3.1 only pertain to hyperlinks to CM/ECF documents. The ability to file a document with a hyperlink to any external URL (i.e., Westlaw, Lexis) is not affected by the new cross-document hyperlink functionality.
  - Access to any hyperlinked document from within the original document will incur a PACER fee.

### **Creating Hyperlinks to Documents Already in the CM/ECF System**

A file can be linked to another document in any database in the federal courts – District, Bankruptcy, and/or Appellate. To create a link between a document being filed in CM/ECF and a document that already exists in CM/ECF, follow the steps for either WordPerfect or Microsoft.

**NOTE:** Users should not copy hyperlinks from NEFs. The document hyperlink in NEFs contain special information that allows them to provide one “free look” to qualified recipients of the NEF. Instead of copying hyperlinks in NEFs, users should run a report in CM/ECF, such as the Docket Report, and copy the document number hyperlink from the report.

#### **Using WordPerfect 11 or Higher**

1. Access CM/ECF and run the docket report for the case that contains the document you want to link to.
2. Locate the document among the docket entries.
3. Copy the URL of the document to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (Internet Explorer or Netscape) or **Copy Link Location** (Firefox or Mozilla) from the selection list.
4. Open WordPerfect and locate the document to which the hyperlink should be added.
5. Click **Tools** on the toolbar and select **Hyperlink** from the drop-down list.
6. The Hyperlink Properties dialog box opens. Paste the URL into the *Document/Macro* field (by clicking the right mouse button and selecting **Paste** or by using the **CTRL + V** command). You can append to the URL a citation to a specific page number within the document, if desired. To do this, type **?page=<page number>** at the end of the URL. Click **OK** and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.
7. Save the word processing document.
8. To convert the WordPerfect document to PDF format, click **File** on the toolbar, select **Publish to** and then **PDF** (or **Publish to PDF** depending on the version of WordPerfect you are using). Navigate, if necessary, to store the PDF document in a local directory. **DO NOT PRINT A WORDPERFECT DOCUMENT TO ADOBE PDF WRITER.** You must use *Publish to PDF* if the document contains a hyperlink. Printing to PDF is permitted if the document does not contain hyperlinks.
9. Docket an event in CM/ECF and add the PDF to the docket entry as usual.

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## Using Microsoft Word 2002 or Higher

1. Access CM/ECF and run the docket report for the case that contains the document you want to link to.
2. Locate the document among the docket entries.
3. Copy the URL of the document to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (Internet Explorer or Netscape) or **Copy Link Location** (Firefox or Mozilla) from the selection list.
4. Open Microsoft Word and locate the document to which the hyperlink should be added. In the document, highlight the citation text for which you wish to create the hyperlink.
5. Click **Insert** on the toolbar and select **Hyperlink** from the drop-down list.
6. The **Insert Hyperlink** window opens. Paste the URL in the *Address* field (by clicking the right mouse button and selecting **Paste** or by using the **CTRL + V** command). The URL of the CM/ECF document is pasted (displays) in the address field. You can append to the URL a citation to a specific page number within the document, if desired. To do this type **?page=<page number>** at the end of the URL. Click the **OK** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.
7. Save and close the word processing document.
8. To convert the Microsoft Word document to PDF format, the Adobe Acrobat application must be used. NOTE: If the document is open when the next step is executed an error message is returned. The Microsoft Word file must be closed before converting it to PDF.
9. Open the Adobe Acrobat application. Click on **File** in the toolbar and select **Create PDF** and then **From File...**
10. A navigation window opens. Navigate, if necessary, to the directory/folder where the Word document is stored. Select the document and click **Open**.
11. A series of windows open as the document is converted. When the conversion is completed, the document is displayed in an Adobe Acrobat window. NOTE: The hyperlink is converted automatically.
12. Close the Adobe file. Respond **Yes** to the save changes message and store the PDF document in the appropriate directory/file.
13. Docket an event in CM/ECF and upload the PDF file to the docket entry as usual.

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## **Creating Hyperlinks between Documents Filed in the Same Event**

It is possible to link two or more documents to be filed in the same event (i.e., you can create a hyperlink in the main document to an attachment) even when those documents were not filed previously in CM/ECF. To link documents being filed in the same docket event, follow the steps for either WordPerfect or Microsoft.

### **Using WordPerfect 11 or Higher**

1. Create the secondary WordPerfect document(s) – the attachment – to which the main document will be linked. Publish the secondary document(s) to PDF. To convert the WordPerfect document to PDF format, click **File** on the toolbar, select **Publish to** and then **PDF** (or **Publish to PDF** depending on the version of WordPerfect you are using). Navigate, if necessary, to store the PDF document in a local directory. **DO NOT PRINT A WORDPERFECT DOCUMENT TO ADOBE PDF WRITER.** You must use *Publish to PDF* if the document contains a hyperlink. Printing to PDF is permitted if the document does not contain hyperlinks.
2. Create/open the main document (i.e., the document that will have the hyperlink to the secondary document).
3. With the main WordPerfect document open, select the text in the main document that will be displayed as the hyperlink. Click **Tools** on the toolbar and select **Hyperlink** from the drop-down selection list. The Hyperlink Properties box is displayed.
4. Click the *Folder* icon next to the *Document/Macro* field.
5. Navigate to the folder that contains the secondary document (attachment document) to be linked. Highlight the file and click the **Select** button. **NOTE:** The file selected as the link must be in .pdf format.
6. You can append to the file name a citation to a specific page number within the document, if desired. To do this type **?page=<page number>** at the end of the URL.
7. Click **OK** in the Hyperlink Properties box. The hyperlink text will be underlined.
8. Save the main WordPerfect document.
9. Publish the document to PDF. To convert the WordPerfect document to PDF format, click **File** on the toolbar, select **Publish to** and then **PDF** (or **Publish to PDF** depending on the version of WordPerfect you are using). Navigate, if necessary, to store the PDF document in a local directory. **DO NOT PRINT A WORDPERFECT DOCUMENT TO ADOBE PDF WRITER.** You must use *Publish to PDF* if the document contains a hyperlink. Printing to PDF is permitted if the document does not contain hyperlinks.
10. Docket an event in CM/ECF and upload the main document and attachments as usual.

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## Using Microsoft Word 2002 or Higher

1. Create the secondary Microsoft Word document(s) – the attachment – to which the main document will be linked. To convert the Microsoft Word document to PDF format, the Adobe Acrobat application must be used. NOTE: If the document is open when the next step is executed an error message is returned. The Microsoft Word file must be closed before converting it to PDF. Open the Adobe Acrobat application. Click on **File** in the toolbar and select **Create PDF** and then **From File...** A navigation window opens. Navigate, if necessary, to the directory/folder where the Word document is stored. Select the document and click the **Open** button. A series of windows open as the document is converted. When the conversion is completed, the document is displayed in an Adobe Acrobat window. NOTE: The hyperlink is converted automatically. Once the file has been successfully converted to PDF, save the document and close Adobe Acrobat.
2. Create/open the main document (i.e., the document that will have the hyperlink to the secondary document).
3. With the main Microsoft Word document open, select the text in the main document that will be displayed as the hyperlink. Click **Insert** on the toolbar and select **Hyperlink** from the drop-down selection list.
4. Navigate to the folder that contains the secondary document (attachment document) to be linked. Highlight the file and click the **OK** button. NOTE: The file selected as the link must be in .pdf format.
5. The name of the selected file displays in the *Address* field. You can append to the file name a citation to a specific page number within the document, if desired. To do this type **?page=<page number>** at the end of the URL.
6. Click the **OK** button and the dialog box will close. The hyperlink text will be underlined.
7. Save the Word document. Publish the document to PDF using Adobe Acrobat.
8. Docket an event in CM/ECF and upload the main document and attachments as usual.

## Accessing Documents via Hyperlinks in Other Documents

Accessing documents via a cross-document hyperlink works the same as when documents are accessed via a document number hyperlink in a report or query.

If the user clicks on a hyperlink to a CM/ECF document but has not logged in to a CM/ECF server, a PACER login screen is presented before the document can be displayed. Once the user has logged in to a CM/ECF server as a PACER user, this login ID will provide access to documents on other CM/ECF servers for the duration of the browser session or until the user logs out of the CMECF application. The billing receipt and confirmation will be displayed to users logged in with a PACER account before the document can be displayed.